URBAN/MUNICIPAL

CA3 ON HW W26
A33B
1998

AGENDAS
BUSINESS COMMITTEE OF
HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD

JUNE 25, 1998 ...

URBAN/MUNICIPAL
CA3 ON HW W26
A33 B
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

JUNE 25, 1998

6:30 p.m. **A G E N D A** **6:30 p.m.**

1. Call to Order — L. Orban
2. Approval of Agenda

URBAN MUNICIPAL
JUN 29 1998
GOVERNMENT DOCUMENTS

DELEGATIONS

3. Mountainview Asbestos Committee — M. Kopoian
4. SEEC (Safe EMF Environment for Children) — T. Balon

ACTION ITEM:

5. Update – Mountainview Asbestos — K. Croxall
6. School Budget Carry Forward — M. Matier
7. Site Plan for Balaclava School — K. Bain

#3

MOUNTAINVIEW ASBESTOS COMMITTEE

c/o Mountainview School
299 Barton Street East
Stoney Creek, Ontario
L8E 2K7

Alternate: 188 MacIntosh Drive
Stoney Creek, Ont.
L8E 4C1

MERV MATIER
Acting Director of Education & Secretary
The Hamilton-Wentworth District School Board
Main Street West
Hamilton, Ontario
VIA FAX ONLY (905) 521-2539

June 12th, 1998

Dear Sir:

RE: Asbestos at Mountainview School

I am writing to you on behalf of the Mountainview Asbestos Committee. This Committee was formed as a result of the Parents Information Meeting that was held on Monday, May 25th, 1998.

I have been in contact with Ruth Miller who advised me that in order to form a delegation to speak at a board meeting we must first write to you for approval. It is my understanding that approval is given to speak to a Committee meeting not a full board meeting. We are asking that we be permitted to speak to the Board at the meeting scheduled for Thursday, June 25th, 1998. We are asking for this action to be taken as this matter must be dealt with quickly so that any work required to be done at the school can be done over the summer holidays so that when the school opens in September, 1998, we have a safe environment for all staff and students at Mountainview School. I realize that this does not follow Board protocol but in light of the extenuating circumstances and the health risks involved we are asking for your assistance in expediting this matter.

We wish to speak to the Board to present the concerns we have with respect to the presence of Asbestos at Mountainview School as well as the manner in which the Board has dealt with these issues and how it will be handled in the fututre.

MOUNTAINVIEW ASBESTOS COMMITTEE
Per:

Maureen J. Kopoian

Maureen J. Kopoian

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MOUNTAINVIEW ASBESTOS COMMITTEE MEMORANDUM

TO: **The Director of Education and Secretary**
FROM: **Mountainview Asbestos Committee**
RE: **Delegation Presentation - June 25th, 1998**
DATE: **June 22nd, 1998**

On Monday, May 25th, 1998 a Parent Information Meeting was held at Eastdale School. Many concerns were raised about the health issues and sampling and as a result parents were asked to sign a form if they wished to form a committee. At this meeting our greatest fears were confirmed when both Dr. Muir and Dr. Verma stated that our children have been exposed to asbestos and are at increased risk of developing asbestos related diseases.

On Tuesday, May 26th, 1998, as a result of the concerns raised at the meeting swab sampling was conducted at the school and parent volunteers were present. On Wednesday May 27th, 1998, we had our first meeting.

We began the meeting by asking each member the purpose for being in the committee and what they hoped to accomplish be being involved.

All but 2 people have children attending the school. It was decided that we wanted to make sure that we were not identified as a vigilante group of parents trying to shut the school but that we were concerned with the following:

1. Welfare of the children and everyone required to be in attendance at the school
2. Seeing that this doesn't happen to others (ie. Schools or children)
3. Make sure that the Board completes all cleaning and repairs etc. to the required specs and that the school is "safe" for attendance by all.
4. We wanted to make sure that we did not alarm people with "Asbestos Kills" type flyers going home in kids school bags.
5. To set up some sort of group to track and notify all individuals who may have come into contact with the Asbestos.

Health Issues:

After the first exposure the children have the potential to develop asbestosis. All the children in the school have been exposed. This is approximately 370 children from Mountainview alone. All other schools in Stoney Creek send their senior grades to Mountainview for Family Studies and Design & Technology.

Pathological sequela is a condition following and resulting from a disease of asbestos exposure, it is irreversible and can progress even after the exposure to asbestos ceases.

There is no specific treatment for asbestosis. Prevention of exposure to friable asbestos is the only way to control the onset of the disease.

Asbestos exposure can also cause other pulmonary related problems prior to any development of cancers in the latter years. Pathological responses to asbestos exposure are pleural fibrosis/plaques, mesotheliomas of pleural and peritoneal cavities, bronchgenic carcinoma, carcinomas of larynx and gastro intestinal tract (esophagus, stomach, colon, oropharynx).

Mesothelioma is a rare form of cancer of the lining around the lungs which is uniquely associated with asbestos exposure. A disturbing aspect about asbestos-caused mesothelioma is that there have been many cases which have occurred in persons having no occupational exposure or very occasional exposures. The Occupational Health Clinics have conducted a recent review of mesothelioma cases in Quebec and have found that the rate of mesothelioma in the tertiary exposure category is increasing more rapidly than in the mining, production and construction types of exposure.

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The children are particularly vulnerable due to their young age and increased metabolism. With the amount of movement and activity they create, it serves to disturb the settled asbestos, which adds to the process of deterioration.

Building occupants are at risk of exposure to asbestos if the asbestos is friable, or as explained at the information meeting can be crumbled by hand. Damaged and exposed asbestos "friable asbestos" fibres can then become airborne. Disturbance is a normal condition in most buildings and this can lead to fibre release episodes. There have been several studies that have shown that asbestos fibre levels are higher during routine activities such as personal movement. Such movement and activity is much more extensive in schools as students tend to run not walk, play games and engage in sports activities. This constantly disturbs the asbestos especially if it is already in a damaged or deteriorated condition. Sealing the asbestos panels is not an option as some of the panels are so badly deteriorated and water damaged that they are beyond a state where they could be safely sealed.

As long as the panels remain in the school there is a risk that there may be another exposure. If this results in one more child being at increased risk of contracting an asbestos related disease this is one child too many.

Asbestos is a designated hazardous substance under the Occupational Health and Safety Act. Asbestos is a designated substance as it is a known carcinogen, meaning it is known to cause cancer.

Enclosure and encapsulation are only temporary solutions to asbestos exposure, total removal is the only solution.

There are regulations that deal specifically with the problems of asbestos. These regulations are "Regulations respecting Asbestos made under the Occupational Health and Safety Act, Regulations respecting Asbestos on Construction Projects and in Buildings and Repair Operations made under the Occupation Health and Safety Act, and the Occupational Health and Safety Act and Regulations for Industrial Establishments". These regulations are "minimum" requirements under the law and were not written for the classroom but for industrial settings. These regulations were written for workers, not students and children. We therefore expect the Board to exceed these Acts as they relate to cleanup in the classroom.

The following sections of the Acts have been contravened and have therefore put the health of our children at risk.

Section 25(1)(c) Shall ensure that prescribed procedures are carried out in the workplace

Section 5(4)(6) Where it is evident that damaged asbestos will continue to fall or deteriorate, the owner/employer shall repair, seal, remove or permanently enclose such area...

Regulation 838, Section 5(4)(a) The owner/employer must immediately clean up and remove the fallen asbestos. There shall be no employee access to any area of fallen asbestos unless the employee is specifically trained in asbestos clean-up.

I find it very difficult to understand how the Board could allow their workers and our children to be exposed to friable asbestos prior to the Ministry of Labour stepping in and enforcing a stop work order.

Monitoring:

We have a major concern with respect to the type of monitoring that will be done at the school. What has been discussed to date is a gross level of monitoring where personnel will report any physical damage immediately when noticed. What is actually required is a thorough inspection of each area on a routine basis. Long term monitoring is required and we must ensure that education and training programs are sufficient so that all individuals involved in the monitoring are thoroughly knowledgeable in their responsibilities and duties, that they recommend to the workers the established

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maintenance and monitoring programs and procedures that are to be followed and that there is a specific protocol to follow, which will be upheld, when there is a deficiency noted so that we can have the problem rectified **immediately**.

We are very specific that this monitoring and response by the Board with respect to any repairs required shall be done with the utmost diligence. We are very concerned with the way deficiencies in the asbestos clean up have been handled. In particular, the sealing of the outside exposed pipe that runs through the crocidilite board and the water damaged panels inside two classrooms. Dr. Verma had stated to Mr. Thompson and myself that the outside exposed pipe should be sealed **immediately** and that the water damaged interior panels really should go. It was not until Mr. Don Grant, one of our concerned trustees stood up at the June 11th, 1998, board meeting and stated "just tell them you will go there tomorrow and seal it" that anything was done about this.

Page five of the Ministry of Labour stop work order states "Staff have been instructed not to contact asbestos panel boards, and to report any damaged or deteriorating asbestos materials to the principal, for action."

Asbestos is no stranger to the Hamilton School Board. In the late 1980's many Hamilton schools were found to have damaged asbestos-containing material in the ventilation systems and elsewhere in schools. The asbestos which supposedly had been removed was discovered by a group of concerned individuals who inspected the school and took pictures of the damaged asbestos. This evidence forced the Hamilton school board to have the asbestos properly removed.

Justification

The Ministry of Labour has made a recommendation that the long term requirement is replacement of the asbestos containing window panels. The committee firmly endorses this action and recommends that it be implemented immediately while the school is in summer recess.

Finally, it must be pointed out that a number of the panels in the classrooms have been damaged by moisture and condensation. In fact, the temporary enclosure provided to date is already showing signs of water damage! So it is not a matter of "if", but rather a question of "when" the panels will be replaced. Although it is tempting to pursue an option based on permanently enclosing the panels, it is obvious that sealing the panels without first rectifying the moisture problem would only lead to on-going deterioration of the asbestos material and again necessitate a thorough asbestos monitoring plan for each classroom. Further more, not addressing the problem correctly now, will mean higher repair costs when the panels are eventually replaced.

#4

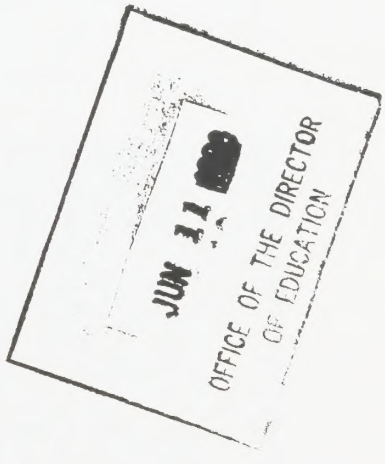
June 10, 1998

Mr. Marv Matier
100 Main St. West
Hamilton, Ontario
L8N 3L1

Dear Mr. Matier:

On behalf of Trish Balon and myself, we would ask that SEEC be afforded an opportunity to present to the full Board as soon as possible. We would like to present SEEC's initiative concerning "Suggested School Board EMF Guidelines".

SEEC feels that by working in a cooperative and positive manner all stakeholders can come to an understanding that would balance safety and health with practical and feasible solutions. Secondly, Hamiliton-Wentworth Public School Board would again show itself to be pro-active and progressive.



Sincerely,

Joel Carr Patricia Balon

Joel Carr

TRISH BALON
The Breast Cancer Prevention Coalition

Founder: SEEC (Safe EMF Environment For Children)

89 Bastille St.
Hamilton, Ont. L9B 2G9
Tel: (905) 574-8375 E-mail: tbalon@networx.on.ca

For Our Children and Ourselves

SUGGESTED SCHOOL BOARD EMF GUIDELINES

4-2

"Safe EMF Environment Committee for Our Schools"

Presentation to the

Hamilton-Wentworth District School Board

Trish Balon, SEEC, and

Joel Carr, BSc., MS,
School of Public Health

June 25th, 1998

EMFs ARE

- Invisible fields of force,
- There are both electric and magnetic fields,
- Electric fields are measured in volts/metre.

The unit that magnetic fields are measured in is milligauss (mG), or in micro-tesla (uT).

1 mG = 0.1 uT

The Problem

Electromagnetic Fields (EMFs), the radiation emitted from the flow of electric current, has been found to be biologically active.

- Causes changes at the cellular level.
- Laboratory rats exposed to elevated EMFs have higher rates of tumors and more aggressive tumors than unexposed rats.

The Problem

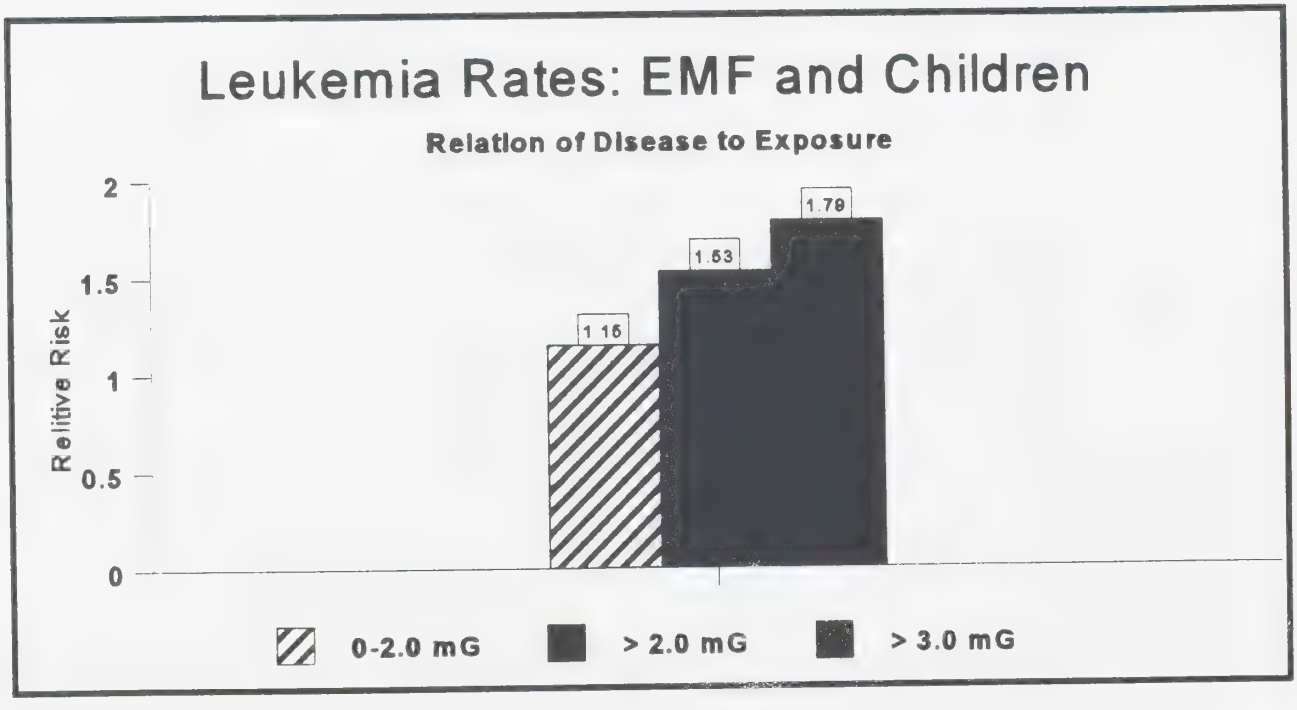
- Melatonin; EMFs have been found to affect melatonin (a basic human hormone) in animal studies.

- Occupational studies have strongly linked EMFs to leukemia and also to breast and brain cancer.

- Childhood leukemia rates have been associated with higher exposure to EMFs. Most studies find elevated risk at four times normal rates.

4-6

The Problem



The Problem

Leukemia and Adults

Utility Workers and Leukemia

ANL	↗	3mG	↗ 241%
AML	↗	3mG	↗ 351%

(Theriault, 1994)

Taiwan Power Line

↗	2mG	↗ 40%

(Li, 1998)

The Problem

Breast Cancer

- EMFs Suppress Anti-Tumor Activity of Tomoxifen and Melatonin Above 2mG

- EMFs Increases Rate and Aggressiveness of Induced Rat Tumors in a Dose Related Fashion.

The Problem

OCCUPATIONAL RISK OF BREAST CANCER

Study	Occupational Title	EMF - mG	Breast Cancer RR
Floderus, 1994	Railway workers	2.5 - 5.9	**4.3**
Coogan, 1996 **high exposure categories**	Computer operator	1.5 F	
	Electrical engineer	3.1 B	
	Computer system analyst	1.2 F	**1.79**
	Electronic technician	0.03 - 24.3 B	**1.98** premenopausal , high exposure category
	Electronic assembly	3.1 B, 5.05 BB, >2 BBB	
Dosemeci, 1994	Office workers		**2.5**
	Engineer/Technicians		**2.7**

B= Bowman, 1998, BB= Bracken 1993 ;the 95th percentile of office environments, BBB= Bitran, 1995 ;the 96th percentile of office environments, F= Floderus, 1994

Problem Solving

- CONSENSUS
- COMPREHENSIVE
- CONSISTENT

Problem Solving

H-W EMF GUIDELINE COMMITTEE

- ***Stakeholder Based Process***

Parents Students Teachers

Staff Administrators

Public Health Advocates

- ***Interest Based***
  - Precautionary principle
  - Achievability
  - Feasibility

Problem Solving

- Mandate

  - Develop Guidelines and Action Limits
  - Develop Intervention Strategies
  - Develop Monitoring and Surveillance Protocols

- Sunset

  - Balance Resources and Action
  - Reasonable Time Frames

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Time To Act Is Now

"Precautionary action has a long history in public health interventions. We in society have abhorred public health "decision making" based upon 95% certainty because that certainty can only be achieved by measuring disease, illness and death."

"If measures generally reducing exposure can be taken at reasonable expense with reasonable consequences in all other respects, an effort should be made to reduce fields deviating from what is considered ***NORMAL*** *in our environment."*

#6

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092
Fax: (905) 521-2539

Office of the Director of Education and Secretary

June 23, 1998

To: The Trustees

From: Merv Matier, Acting Director of Education and Secretary

Re: **School Budget Carry Forward**

Recommended Action:

Moved by _____: That the principals of Stratchcona and Prince of Wales Schools be allowed to carry forward up to 25% of the schools' budget into the 1998-1999 school year, pending Ministry direction.

Background:

As directed by the Board, City schools were advised of the opportunity to seek approval from the Business Committee and Board to carry forward an amount in excess of 10%.

Rationale:

The principals of Strathcona and Prince of Wales Schools have requested that the schools be permitted to carry forward funds in excess of 10% into the 1998-1999 school year for books and operational requirements.

URBAN/MUNICIPAL

D R A F T

ECIAL MEETING OF THE BUSINESS COMMITTEE
JUNE 25, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Acting Director of Education and Secretary), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Education - City East) and Lucy Veerman (Acting Senior Financial Officer).

URBAN MUNICIPAL

Also in attendance: Bruce Thomson, Manager of Plant

SEP 17 1998

The Chair called the meeting to order at 7:11 p.m.

GOVERNMENT DOCUMENTS

2. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as distributed.

The Chair drew attention to the following additional information:

(a) Update Re: Mountain View School Asbestos – Pages 5 to 5-3
(b) Balaclava School Site Plan Agreement – Pages 7 to 7-4

To the motion, as amended, **CARRIED**.

Delegations

3. Mountain View Asbestos Committee

Maureen Kopoian introduced the members of the delegation and then reviewed the details of the report of the Mountain View Asbestos Committee.

One trustee acknowledged the parents' concerns and agreed the window panels should be removed. It was noted, however, that the time constraint (work to be done during the summer) was the problem rather than the financial implication of the project.

Recognizing the strict timelines, the delegation offered that their main concern was removing these panels – the replacement may be installed and completed in September.

The Chair thanked the presenters. She advised that an update on the issue would be presented later in the meeting and invited the delegation to remain until that time.

4. SEEC (Safe EMF Environment for Children)

Using an overhead, Trish Balon – SEEC and Joel Carr, spoke on the "Suggested School Board EMF Guidelines".

In response to questions, the presenters offered the following clarifications:

(a) This initiative does not involve considerable cost – there are alternative ways of making this project cost-efficient.

(b) It will take 6 to 9 months to implement the SEEC program; the key factors for consideration are administration/staff time and volunteers from other stakeholders in the community.

(c) The research data presented are not based on conclusive evidence; however, there are more positive studies regarding the correlation between breast cancer and electromagnetic fields. SEEC aims to ensure the health and safety of children relative to this issue.

It was moved by W. Hicks: That the Presentation from SEEC (Safe EMF Environment for Children) be referred to the administration for review and comment.
CARRIED.

Action Items

5. Update – Mountain View Asbestos

K. Croxall reviewed the report.

In response to their questions, the members received the following clarifications:

(a) The students (of Rooms 1 and 2) may be accommodated in other schools if the work extends to September.

(b) In terms of timelines, it would be the intent to put this project in perspective with the rest of the system. At present, there are about 150 projects relating to asbestos. To date, 1,044 man-hours were spent at Mountain View School – it may be difficult to ascertain if the work in this school could be accomplished within the context of the 150 system projects given the short timeframe, limited resources for monitoring these projects and protection required for the asbestos workers.

It was moved by W. Hicks: That the Plant Department be authorized to undertake the following asbestos abatement steps at Mountain View School:

(a) Perform a complete removal of the existing panels in Rooms 1 and 2 and replace them with non-asbestos panels during the summer of 1998 with the cost to be taken from the Plant budget;

(b) Perform a temporary enclosure (on the interior only) of the existing panels during the summer of 1998 in the other twelve classrooms containing transite window panels with the cost to be taken from the Plant budget;

(c) Perform a complete removal of the existing panels in the twelve remaining rooms and replace them with non-asbestos panels during the summer of 1999 with the cost to be included in the 1998-1999 school year budget.

It was moved in amendment by H. Bullock: That an Asbestos Monitoring Plan be established.

W. Hicks accepted this as a friendly amendment to his motion.

To the motion, as amended, **CARRIED**.

6. School Budget Carry Forward

It was moved by L. Peddle: That the principals of Strathcona and Prince of Wales Schools be allowed to carry forward up to 25% of the schools' budget into the 1998-1999 school year, pending Ministry direction.
CARRIED.

7. Site Plan for Balaclava School

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board enter into a site plan agreement with the Town of Flamborough for the purpose of developing a five acre parcel of land adjacent to Balaclava School.
CARRIED.

8. SEAC Response to the Mountain Barrier-Free Accessibility Plan

It was moved by L. Peddle: That the SEAC response to the Mountain Barrier-Free Accessibility Plan be received for information.
CARRIED.

9. Ontario Public School Boards' Association (OPSBA) – Membership Fee

It was moved by H. Bullock: That the item on Ontario Public School Boards' Association (OPSBA) – Membership Fee be lifted from the table.
CARRIED.

In response to a request, B. Wallace provided information on the legal fees charged by OPSBA for legal defense on behalf of member school boards. He noted that the overall legal fees from all boards amount to $25,000 .

It was moved by H. Bullock: That the Ontario Public School Boards' Association (OPSBA) 1998/1999 Membership Fee (September 1, 1998 to August 31, 1999) in the amount of $90,647.19 be paid.
CARRIED, 4 IN FAVOUR, 1 OPPOSED.

Adjournment

It was moved by H. Bullock: That the meeting be adjourned, this being done at 8:28 p.m.

rt

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1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

AUGUST 27, 1998

Immediately following the Special Meeting of the Education Committee

A G E N D A

1. Call to Order — L. Orban
2. Approval of Agenda

ACTION ITEM:

3. Update – Ancaster Senior Public School — K. Bain

#3

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

August 27, 1998

To: Merv Matier, Director of Education and Secretary

From: Ken Bain, Superintendent of Education
Tony Cupido, Superintendent of Plant Services

Re: ***Ancaster Senior Public School***

Recommended Action #1:

Moved by _____, seconded by _____

That the Grade Sevens from Ancaster Senior Public School attend Dundas Central School.

Recommended Action #2:

Moved by _____, seconded by _____

That the Grade Eights from Ancaster Senior Public School attend Ancaster High and Vocational School.

Recommended Action #3

Moved by _____, seconded by _____

That Plant Services engage Rankin Architecture Inc. to prepare specifications and tender documents for the asbestos remediation work at Ancaster Senior Public School with an estimated project cost of $1,498,000.

Background:

Ancaster Senior Public School was built in 1968 when asbestos was a commonly used building material. Appendix 1 includes a background summary of actions taken with respect to asbestos at Ancaster Senior Public School, an action plan to address the school situation as well as the estimated costs associated with the remediation plan. A meeting was held on Monday August 17th at which time officials discussed the asbestos situation that had been discovered at the school. For the safety and health of students and staff it was determined that the school be closed on a temporary basis. Closing the school requires relocating 523 students and 25 staff members within a short period of time. Our intent is to accommodate the students and staff in alternate locations and begin the school year on Tuesday September 8th. The following criteria were considered in attempting to determine accommodation options:

- recognize the importance of student safety
- maintain the integrity of the program students would have received at Ancaster Senior
- accommodate the students in as few locations as possible
- group students and staff together
- limit travel time and costs
- consider community acceptance

Rationale:

The following locations were reviewed but did not meet the criteria we had established:

- Mount Mary, Ancaster – not possible as it is already being used to house St. Joachim's overflow
- Memorial Building, Ancaster – not enough space to accommodate 250 students – some classrooms were converted into offices - no access to technology/family studies classrooms, a gym or computer labs – no bus turnaround

The following locations were considered as they met the criteria that we had established:

- Dundas Central Public School – K to 6 school with many empty pupil spaces
- Ancaster High and Vocational School – 9 to OAC with limited empty pupil spaces
- Sir Allan MacNab Secondary, Hamilton – 9 to OAC with many empty pupil spaces
- Elementary schools in Ancaster – five schools serving students from K to 6

The recommended actions represent the preferred accommodation plan for September.

GRADE SEVENS TO DUNDAS CENTRAL

PROS

- there will be a dedicated entrance
- can accommodate all of the sevens as there are ten available classrooms – nine on one floor
- the gym can be divided in half and shared without difficulty
- DT/FS – possible at Dundas District (6 to 8) – a short walk from Central
- a computer lab is located in the lower level – may be shared with Central students AND/OR
- computers may be installed in Central classrooms once wiring requirements have been considered

ISSUES

- library – most of Central's resources are not relevant – however the Dundas Public Library is close – the lab has Internet access – Dundas District is close
- lockers – there are very few - may be possible to install temporary coat hooks or create a coat room
- need to move administrative office furniture/equipment as well as furniture/equipment for nine classrooms

GRADE EIGHTS TO ANCASTER HIGH

PROS

- there will be a dedicated entrance
- can accommodate all of the eights
- the west wing will be turned over to the Senior Public students
- there will be access to the gym, cafeteria, computer labs, library and auditorium
- transportation costs are not significantly impacted (Appendix 2)
- administration has experience in retimetabling in order to create classroom space availability
- is the community school for 90% of the Senior Public graduates

ISSUES
- cafeteria became a tutorial room into which staff and students were timetabled

The ***second choice*** for Executive Council involves the Grade Sevens going to Dundas Central and the Grade Eights going to Sir Allan MacNab.

GRADE EIGHTS TO SIR ALLAN MACNAB

PROS
- can accommodate all of the eights on the first floor
- there will be access to technology/family studies rooms, computer labs, library and auditorium

ISSUES
- no dedicated entrance
- there will be some retimetabling
- cafeteria is already crowded
- gym availability still needs to be resolved

The ***third choice*** involves the Grade Sevens remaining at the elementary school from which they graduated in June and the Grade Eights attending Dundas Central.

GRADE SEVENS REMAIN AT THEIR JUNE ELEMENTARY SCHOOL

PROS
- students are familiar with the school environment
- transportation costs are not significantly impacted (Appendix 3)

ISSUES
- will require portable classroom relocation
- grade seven students are spread amongst five sites
- staff members are spread amongst five sites thereby limiting program options
- must share gym and computer labs in schools not staffed for additional students
- has an impact on staffing at five schools (providing teacher preparation coverage)
- administrative and secretarial allocations may need to be reviewed due to increased enrollments

GRADE EIGHTS TO CENTRAL PUBLIC

As per the recommended action relating to the Grade Sevens going to Dundas Central.

Conclusion:

It is the recommendation of Executive Council that the Grade Sevens be accommodated at Dundas Central School and that the Grade Eights be accommodated at Ancaster High School. This preferred recommended action is based upon the relocation criteria as described above. This action will provide students with a **safe learning environment** in which **staff expertise** can be deployed in a way that will allow students to have an **educational program** that as closely as possible **approximates the program** they would have received at Ancaster Senior Public.

Support for Recommended Action #3 will enable Plant Services to address the situation at Ancaster Senior Public and will assist the Board in meeting the estimated completion date of January 30, 1999.

Please note that decisions that are reached this evening will immediately be released to the media, will be communicated through the telephone hotline and will be shared at a community meeting on Monday August 31st at 7:00 in the auditorium at Ancaster Secondary School.

Appendix 1

Background

January 30/1990	Ministry of Labour directive to all school boards across Ontario to audit their schools to ensure compliance with provincial regulations requiring monitoring and maintenance of areas where asbestos is present.
September/1990	Asbestos Management Plan action plan initiated by the former Wentworth County Board.
Fall/1990 to 1992	Asbestos audits completed in all buildings.
1992 – 1997	Board's asbestos management plan in effect.
January 7/1998	Ministry of Labour Order to prepare and implement an Asbestos Management Program which meets all requirements as outlined in Section 5 of the Regulations. Also, Ministry requested a compliance plan outlining how compliance with the order will be achieved.
January 29/1998	Compliance Plan completed and submitted to Ministry of Labour. (Attached)
May /1998	Regulated Substance Team commences audit at Ancaster Senior Public School. Initial testing taken to investigate asbestos in the school.
July/1998	Worker Health and Safety representatives identified fallen ceiling tiles which exposed asbestos containing ceiling materials located above. Further investigation of ceiling space commences and additional testing of asbestos begins.
August/1998	Confirmation that ceiling materials contain crocidolite and that school uses a return air plenum system in the ceiling space in all corridors. Additional testing for asbestos in all occupied spaces including classrooms, offices, gymnasium and library. Minor repairs completed by Response Team. Access to school restricted as per agreement with Ministry of Labour. The building floor plan indicating asbestos locations is attached.

August 24/1998 Asbestos summary report submitted by Resource Environmental Associates Limited. Report outlines general condition of school and recommendations to prepare the facility and furniture and equipment for removal during the anticipated move . Report Attached.

Action Plan

Confirm location and types of asbestos in Ancaster Senior by August 31.

Confirmation of initial cost estimates which include asbestos removal, mechanical system reinstatement and ceiling finishes by August 31.

Retain professional services to prepare specifications and tender proposed work by mid-September.

Estimated completion date of all abatement, restoration and anticipated Ministry approvals by January 30/1999

Estimated Costs

• Asbestos Abatement	$ 500,000
• Mechanical Ductwork cleaning and replacement	315,000
• Electrical lighting and systems replacement	150,000
• Ceiling Restoration	150,000
• Professional Services including additional testing and monitoring, moving, etc.	150,000
• Contingency at 10%	135,000
	1,400,000
• GST	98,000
	$1,498,000

3-6

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Health & Safety
M E M O R A N D U M

TO: Allan Greenleaf
Director of Education

FROM: Judi S. Goldsworthy
Health & Safety Officer

RE: **Compliance Plan for Asbestos Management Program (MOL FV No. 638696)**

Attached is the Compliance Plan as order by the Ministry of Labour (MOL). It was developed in consultation with certified worker and management representatives of the Joint Occupational Health and Safety Committee of the former Wentworth County Board of Education as well as the Co-ordinator of Health and Safety and the Field Supervisor and Foreman of the Asbestos Abatement Team from the former Hamilton Board.

The plan will begin the amalgamation of an Asbestos Management Program that will be common and consistent throughout the new District Board and apply to all facilities within. It will implement best practices, which in this case originates from the former Hamilton Board.

I respectful request Executive Council's approval of the compliance plan prior to submission to the MOL on February 6, 1998 (the compliance date set by the MOL).

1998 01 29

pc B. Thomson, Manager of Plant

Compliance Plan for Ministry of Labour FV No. 638696

- The Asbestos Management Plan for the former Board of Education for the City of Hamilton shall be reviewed and amended as necessary to apply to all Hamilton-Wentworth District School Board facilities. This review process will involve the Health and Safety Professionals, the Field Supervisor and Foreman of the Asbestos Response Team and all Joint Occupational Health and Safety Committees from both former Boards. This review will be completed by May 8, 1998.

- Inventories for 17 of the 49 facilities within the former Wentworth County Board of Education shall be completed by September 1, 1998. These facilities have been determined to need immediate attention by the Joint Occupational Health and Safety Committee (JOHSC) of the above mentioned Board. Ancaster High will be the first of the 17 facilities to be inventoried. The other 32 facilities will be completed by February 5, 1999.

- Asbestos Awareness training shall be delivered to all staff of the former Wentworth County Board of Education by the Health and Safety Officer and Co-ordinator of the Hamilton-Wentworth District School Board. The curriculum will be developed by the Health & Safety Officer and Co-ordinator in consultation with the former Wentworth County Board of Education Joint Occupational Health and Safety Committee Certified Worker Representatives. All staff will be trained by June 26, 1998 with exception of custodial and maintenance staff who will be trained by September 1, 1998.

This compliance plan was developed in consultation with representatives from both former Boards and is endorsed and submitted by the Joint Occupational Health and Safety Committee for the former Wentworth County Board of Education:

Allan A. Greenleaf, Director of Education
(Management Representative, JOHSC)

Bruce Thomson, Manager of Plant
(Certified Management Representative, JOHSC)

Sylvia Domenico, WWTA
(Certified Worker Representative, JOHSC)

Laurie Swackhammer, OSSTF
(Certified Worker Representative, JOHSC)

Geoff Thompson, CUPE
(Certified Worker Representative, JOHSC)

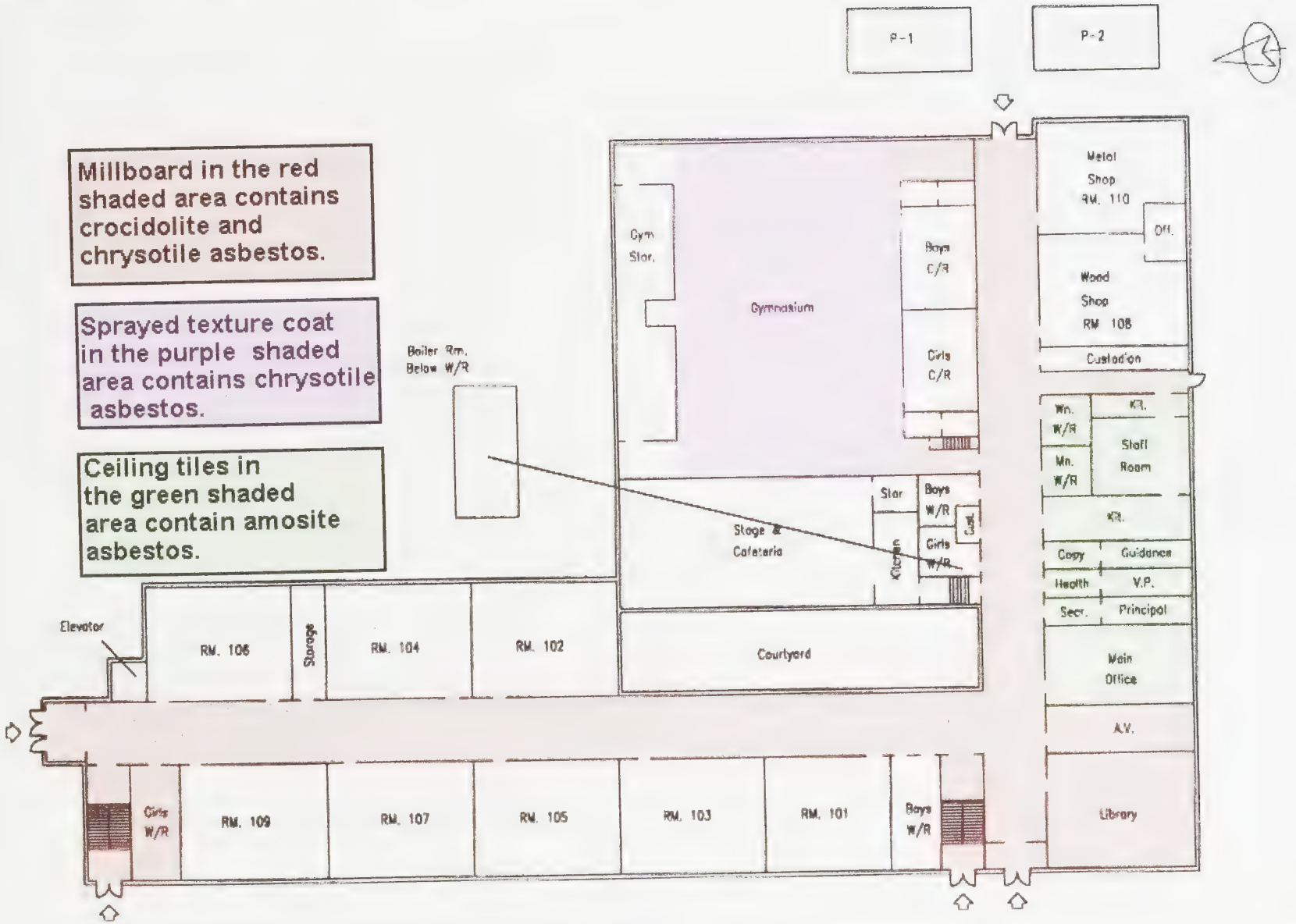
Judi S. Goldsworthy, Health & Safety Officer
(Management Representative, JOHSC)

The Hamilton-Wentworth District School Board

Millboard in the red shaded area contains crocidolite and chrysotile asbestos.

Sprayed texture coat in the purple shaded area contains chrysotile asbestos.

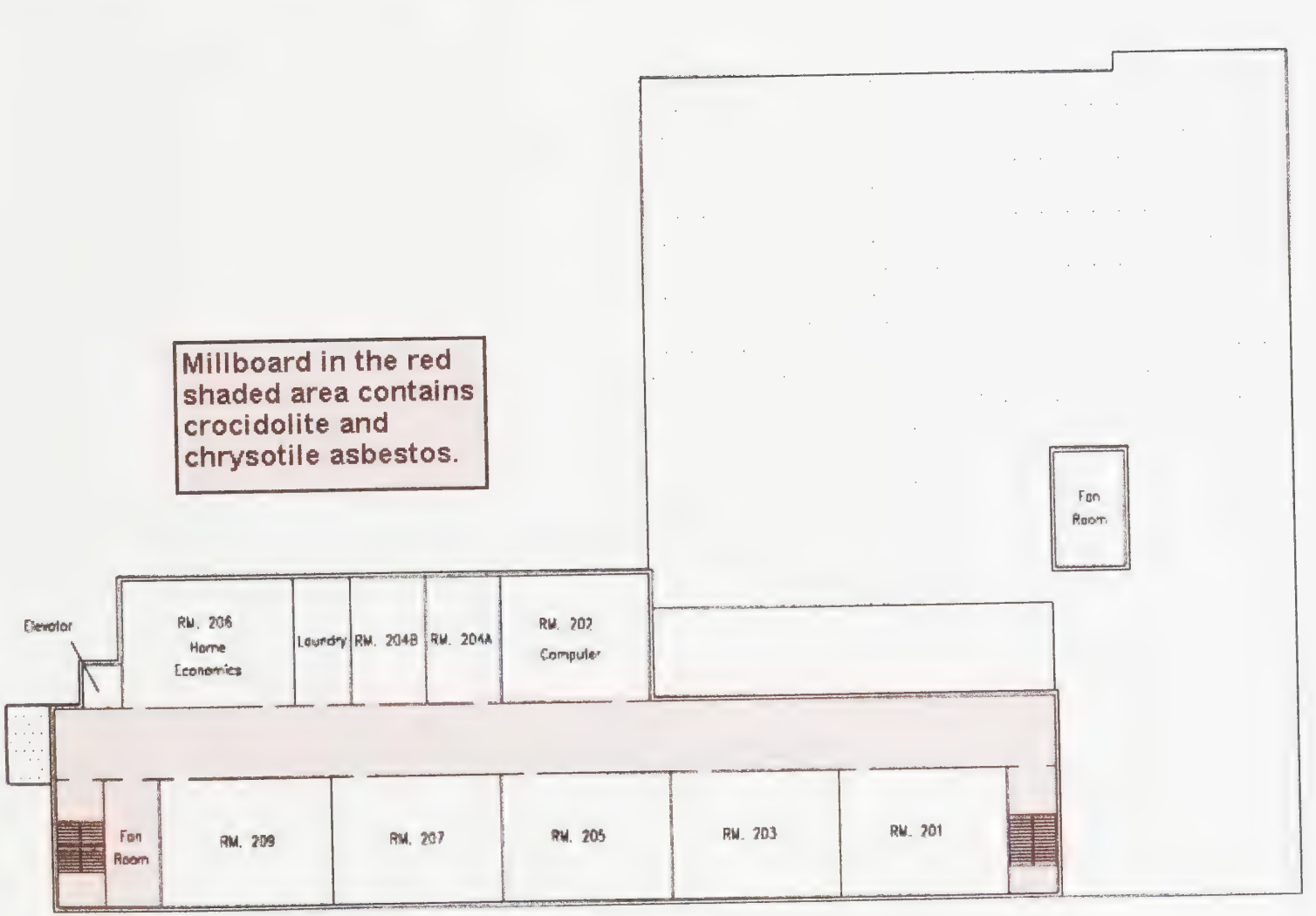
Ceiling tiles in the green shaded area contain amosite asbestos.



August 25/98

ANCASTER SENIOR P.S.
FIRST FLOOR PLAN

The Hamilton-Wentworth District School Board



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August 25/98

ANCASTER SENIOR P.S.

SECOND FLOOR PLAN

ASBESTOS

ANCASTER SENIOR PUBLIC
295 Nakoma Road
ANCASTER L9G 1T2

PREPARED FOR:

HAMILTON WENTWORTH DISTRICT SCHOOL BOARD

AUGUST 1998

1.0 Introduction and Background

At the request of Sharon Fair of the Hamilton Wentworth District School Board (HWDSB), Ancaster Senior Public School was visited on August 20, 1998. Since August 4, 1998, asbestos-related work had been carried out in isolated areas of the school related to disturbed friable crocidolite and chrysotile asbestos in and above the hallway drop ceiling. The drop ceiling space is the mechanical ventilation air plenum servicing the building. At the time of the visit, further bulk testing of the ceiling components in other areas of the building were being taken for analysis of asbestos content. The purpose of this visit was to provide advice regarding the movement of supplies, furniture and equipment out of the building for use by staff and students at another location.

2.0 Findings

A walk through of the building was performed to observe areas of damage, room conditions, ceiling components and general layout of the building. The school is approximately 53, 886 sq. ft. The ventilation system to the school, at the time of this visit, had been turned off and locked out.

In addition to the crocidolite and chrysotile asbestos found in the mill board ceilings forming the air plenum, 1ft x 1ft ceiling tiles containing 7% amosite asbestos are located in the main office and the library. In the main office, cabling has been pulled through these tiles leaving raw edged holes (e.g., computer cabling). Some of the non-asbestos containing tiles glued to the asbestos-containing mill board drop ceiling in the hallways have delaminated. In areas throughout the hallway, the mill board has been cut for the installation of access hatches, heat detectors, alarm bugs, emergency exit signs as well as other security and fire system components. A type III asbestos removal as per the requirements of the Ontario Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations (O.Reg. 838/90) is presently being considered.

During the walk through, dust was found on some surfaces such as filing cabinets, desks, computer equipment and building components. This dust could be best described as general room dust. Four swab samples taken by the HWDSB on August 19, 1998, in the main office area were analyzed by McMaster Environmental and Occupational Health Laboratory and did not show any asbestos fibres. These samples were taken on a computer, filing cabinet, water cooler and shelf within the main office. This room is serviced by the air plenum and has amosite-containing ceiling tiles.

3.0 Recommendations

Materials Cleaning

The HWDSB is advised to damp wipe materials prior to their movement from the school. The rationale for this precautionary measure is as follows:

(i), The air plenum which is formed by the crocidolite and chrysotile-containing mill board services the entire school. Ontario Regulation 838/90 requires that the spread of asbestos dust from an asbestos work area to other areas of a workplace be prevented by the disabling of the mechanical ventilation system servicing the work area and the sealing of duct work to and from an asbestos work area. This is a requirement for both type II and type III asbestos work. Since this regulatory requirement was not complied with, the potential is that asbestos-containing dust has spread to areas which are serviced by the air plenum.

(ii), General room dust was observed throughout the rooms within the school. Given the explanation in item (i), unless it can be demonstrated that this room dust is not asbestos-containing, it should be treated as such, as a precautionary measure.

Swab testing can be performed to detect the presence of asbestos contamination and has been used by the HWDSB to determine history of contamination. Swab samples taken in the main office were clear of asbestos.

It should be noted that swab testing is only representative of the area sampled. The results of swab sampling should not be used to quantitatively determine asbestos fibre concentration nor to extrapolate to the settled dust around the area sampled.Swab testing is typically employed to determine the effectiveness of a removal process which has been performed in compliance with the rigorous procedures and measures set out in Ontario Regulation 838/90. Under such conditions, uniform removal and cleaning measures would have been applied to an entire area being tested for clearance.

(iii), Some damage to the 1ft x 1ft amosite-containing ceiling tiles is visible within the main office. This presents another source of possible friable asbestos fibre disturbance.

(iv), Where friable asbestos has been disturbed and an asbestos removal and clean up according to O.Reg. 838/90 is to take place, the areas where the removal will occur and the contents require pre-cleaning by either damp wiping or using a HEPA vacuum.

Based on the above rationale, it is advised that items to be moved out of the school be damp wiped prior to shipment.

Occupancy

The major area of disturbance of asbestos within Ancaster Senior Public School has occurred within the hallway ceiling space and ventilation air plenum. It appears that the work performed in this area was not done in accordance with Ministry of Labour required procedures and measures and has resulted in asbestos-containing dust present in this space. Entry and cleanup in this area is classified as requiring Type II procedures and measures.

At the time of this visit, no visible asbestos-containing debris was observed in the occupied spaces (e.g, offices, classrooms, etc.). Only dust that can be best described as general room dust was noted on some surfaces. In reviewing previous data for Ancaster Senior Public School, it should

be noted that fourteen swabs taken at varioius locations throughout the school on May 12,1998 (See Appendix A) revealed no asbestos contamination in twelve of the areas tested, similar to the four swab tests taken on August 19, 1998 in the main office. In the other two locations tested in April, 1998 only trace asbestos fibres were found.

Controls implemented in order to minimize the potential for the spread of asbestos-containing dust throughout the building include disabling the ventilation system on July 30, 1998 and subsequent lock out, type II clean up and repair of the damaged areas within the hallway ceiling space and cleaning of the hallways using a HEPA vacuum.

Given the above control measures and test results, entry into the school and the damp wiping of the general room dust from materials within the school, should be done under type I conditions as defined in O.Reg. 838/90. This excludes entry into isolated areas within the school that have be classified by the HWDSB and/or the Ministry of Labour as requiring type II or type III entry procedures and measures.

Type I procedures include the removal of visible dust by use of a damp cloth or by a HEPA vacuum and the provision and use of facilities for the washing of hands and face by workers cleaning room dust. In addition, if a worker performing type I clean up requests the use of a respirator, a negative air pressure, air purifying respirator, NIOSH approved for protection against asbestos, shall be provided. Training in the procedures as well as the hazard of asbestos exposure will be provided to workers performing clean up. This procedure, the classification of work and swab testing results have been reviewed and discussed with the Ministry of Labour.

RESOURCE ENVIRONMENTAL ASSOCIATES LIMITED

Nancy E. Wilk

per: Nancy E. Wilk, HBSc MHSc CIH
Senior Consultant

Appendix A

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McMaster University
Occupational and Environmental Health Laboratory
1200 Main Street West HSC 3H56
Hamilton, Ontario, L8N 3Z5, Canada
Tel: (905) 525-9140, Ext. 22336
web: www-fhs.mcmaster.ca/oeni
e-mail: oeni@fhs.mcmaster.ca
Fax: (905) 528-8660

May 13, 1998

Ms. Sharon Fair
The Hamilton-Wentworth District School Board
Asbestos Response Department
155 Macassa Avenue
Hamilton, Ontario
L8V 2B5

The samples were received in the laboratory on May 12, 1998. They consisted of sixteen swipe samples for asbestos identification.

Laboratory Sample No.	*Your Sample Identification*	*Asbestos Detected*	*Type of Asbestos*	*Non-asbestos Fibres*	*Percent (vol)*
98050373	*Ancaster Senior* Library office, swab off cabinet at outside wall	Yes	amosite		trace
				MMMF*	
				cellulose	1 - 10
98050374	Swab on window ledge, first floor, north corridor entrance	No		MMMF*	
				cellulose	trace
98050375	Swab off locker ledge 45' from north entrance	No		manmade fibres	
				cellulose	trace
98050376	Swab off locker ledge 90' from north entrance	No		MMMF*	trace
98050377	Swab off locker ledge 120' from north entrance	No		MMMF*	
				cellulose	trace
98050378	First floor, 90' from main entrance, down north corridor, south west	No		MMMF*	
				cellulose	trace
98050379	North corridor outside boys' washroom, swab off locker	Yes	chrysotile		trace
				cellulose	trace

ACCREDITED LABORATORY

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Laboratory Sample No.	*Your Sample Identification*	*Asbestos Detected*	*Type of Asbestos*	*Non-asbestos Fibres*	*Percent (vol)*
98050380	Swab off window ledge, by office across girls' washroom	No		MMMF* cellulose	trace
98050381	Swab off window ledge outside main office	No		cellulose MMMF*	trace
98050382	Swab off locker outside caretaker's office	No		cellulose	trace
98050383	Swab off locker ledge by east entrance	No		MMMF* cellulose	trace
98050384	Swab off top of tackboard outside boiler room	No		cellulose MMMF*	trace
98050385	Swab off locker ledge outside room 208, second floor	No		cellulose	trace
98050386	Swab off locker ledge by room 203, second floor	No		cellulose manmade fibres	trace
98050387	Swab off locker ledge, second floor at locker 619	No		MMMF* manmade fibres	trace
98050388	Swab off locker ledge outside room 207, second floor	No		cellulose MMMF*	trace

*MMMF (Man-Made Mineral Fibres) may include fibreglass, mineral wool, slag wool, rock wool and ceramic fibres.

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Note: Swipe sampling is a qualitative method used to identify asbestos fibres in settled dust. Presence of asbestos indicates that in the past, asbestos fibres have been present in the ambient air and have settled onto the surface sampled; this method does not indicate the rate at which those fibres have settled. The results should not be used to quantitatively determine the asbestos fibre concentration and extrapolate to the settled dust around the area sampled. The microvac sampling and analysis method should be used when a quantitative method is needed for settled dust asbestos concentrations. For the determination of airborne asbestos fibre concentrations, other recognized and approved methods should be used.

Method. Dispersion Staining with Polarized Light Microscopy (PLM)
Occupational and Environmental Health Laboratory Method Number 001

Analyst: Nancy Clark
Nancy Clark, B.Sc.
Research Assistant

Checked: Lorraine Shaw
Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: D. K. Verma
Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/mlb

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Appendix 2

BMT BUSINESS MANAGEMENT 2000
845 Upper James St., Suite 236, Hamilton, Ontario L9C 3A3
Bus.: (905) 387-6202 • Fax: (905) 387-6314

To: Ken Bain, Superintendent of Schools

Date: August 21, 1998 (sent by facsimile only)

Subject: Temporary Closure of Ancaster Senior Public School

Pursuant to our discussion the following is a brief outline of the busing option to accommodate the temporary closure of Ancaster Senior Public School.

1. Assume that all grade 8 Ancaster Senior "walkers" will also walk to Ancaster High School.

2. Assume that all grade 7 Ancaster Senior "walkers" will walk to Ancaster High School for a bus connection to Dundas Central Public School.

3. All students now transported to grade 8 at Ancaster Senior School will use the same bus, stop and times (assuming no change in school hours) to travel to and from Ancaster High School.
This will increase the number of buses by only two vehicles at Ancaster High School since most of the buses are already shared by the senior and high students.
There should be no increase in cost for this option.

4. All students now transported to grade 7 at Ancaster Senior School will use the same bus, stop and times to travel as far as Ancaster High School. Five of these buses will be extended to Dundas Central Public School in the morning and will begin the route at Dundas Central Public School in the afternoon.
Grade 7 "walkers" will board the five designated buses at Ancaster High School to continue the trip to Dundas Central Public School and return on the same vehicles in the afternoon to the high school.
Two options are available. If the school hours remain the same, the five buses would be required to arrive approximately 20 minutes earlier than normal at Ancaster High School in the morning and correspondingly arrive about 20 minutes later in the afternoon. This will affect the Ancaster High students riding on these buses. If the school day is shortened for the grade 7 students, the impact to the Ancaster High students would be minimized.
The use of existing vehicles will result in increased kilometres of travel at an estimated rate of $150 per day.

I hope that this helps with your review and please call me if any further information is required.

Arlene Young

/Bain - Anc Senior Review

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Appendix 3

BUSINESS MANAGEMENT 2000
845 Upper James St., Suite 236, Hamilton, Ontario L9C 3A3
Bus.: (905) 387-6202 • Fax: (905) 387-6314

To: Ken Bain, Superintendent

Date: August 25, 1998 (sent by facsimile, original to follow)

Subject: Ancaster Senior Public School, Grade 7 Elementary School Option

Pursuant to our conversation of today, the following items are submitted for consideration during the review of the grade 7 elementary school option. Existing bus routes were used to examine the loading pattern created by temporarily returning the Ancaster Senior Public School grade 7 students to the elementary feeder school.

Fessenden School	Little impact, no additional busing requirement.
C.H. Bray School	Loading issue, will require the students to be re-scheduled using the existing buses. Potential for the addition of one bus.
Rousseau School:	Little impact, no additional busing requirement.
Queen's Rangers School	Loading issue, will require the students to be re-scheduled using the existing buses. No additional busing requirement.
Grange School	Loading issue, will require the students to be re-scheduled using the existing buses. Need for one additional bus.

The potential for another bus at C.H. Bray School can be combined with the need for another bus at Grange School. This will resolve both loading issues at the cost of only one bus at an estimated rate of $160 per day. Re-scheduling to accommodate the increased bus loads will require bus notices to be forwarded to most of the bused elementary students.

Please contact me if further assistance is required.

Arlene Young,
Business Management 2000

/Bain - Anc Senior Temp Closure, 980825
copy: D Sage, Manager of Accommodation and Planning

URBAN/MUNICIPAL
CA3 ON HW W26
A33B
1998

)N-WENTWORTH DISTRICT SCHOOL BOARD
BUSINESS COMMITTEE
SEPTEMBER 10, 1998

6:30 p.m. **A G E N D A** **6:30 p.m.**

URBAN MUNICIPAL
SEP 17 1998
GOVERNMENT DOCUMENTS

1. Call to Order	L. Orban
2. Approval of Minutes of June 11 and June 25, 1998	
3. Business Arising from the Minutes	
4. Approval of Agenda	

ACTION ITEMS:

5. Transportation Contracts	D. Grant
6. School Budget Net Surplus Carryforward	D. Grant
7. Software Surplus Carryforward	D. Grant
8. Employee Expense Policy/Mileage Rate	E. Johnstone
9. Licence Agreement with Stoney Creek Rugby Association	K. Waters
10. Asbestos Update	A. Cupido
11. 1998-1999 Renewal of Schools Copyright Licenses	D. Grant
12. Education Development Charges Report	D. Grant
13. School Trips	

CORRESPONDENCE:
Nil.

DISTRIBUTION:
Nil.

14. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee	September 23, 1998	7:15 p.m.
Regular Board	September 24, 1998	8:00 p.m.

ACTION ITEMS

BUSINESS COMMITTEE
SEPTEMBER 10, 1998

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The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Accommodation and Planning

DATE: 1998 09 10

RE: Transportation Contracts

Recommended Action:

Moved by _____
That the Superintendent of Business and Treasurer be authorized to approve the Transportation Contracts for the 1998/99 school year.

RATIONALE:

At the 1998 06 11 meeting of the Business Committee, a report on "Transportation Guidelines" was presented and subsequently approved by Board. Contained within the report, transportation specifications for negotiations and scope of service that carriers would be expected to provide for the upcoming school year was detailed. With Board endorsement, transportation negotiations with carriers commenced.

Attached is a schedule which provides an overview of the terms and conditions agreed to with the carriers; subject to Board approval. It should be noted that all previous transportation providers have been retained.

These carriers are identified as follows:

- Attridge Transportation Inc.
- Veterans Transportation Ltd.
- Sharp Bus Lines Ltd.
- Caledonia Transportation Ltd.
- Wills Motors Ltd.
- Laidlaw Transit Ltd.
- Verma Transportation.

At a joint meeting with all carriers, a package of materials was provided and reviewed with them. As well, carriers were advised that rates have been baselined on a region-wide basis and reflect no increase over the previous year. Following an approximate three week period, contract specifications and scope of service were finalized. All carriers have provided a signed copy of their acceptance of the terms and conditions under which they will be expected to operate during the school year.

The 1998/99 transportation contract approach has secured a common and consistent practice for all carriers. The contract is for a one year period with any renewal subject to provincial transportation funding, Board policies, satisfaction of carrier service, and Board approval.

Attach.
DS:zm
98/09/08

Transportation Contract Specifications and Scope of Service - September 1, 1998

1. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 80% of the 72 passenger vehicle base rate excluding kilometres.

2. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 60% of the minibus, wheelchair or minivan vehicle (excluding taxi service) base rate excluding kilometres.

3. In the event that a school(s) is closed due to a strike or labour dispute involving the employees of the operator, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.

4. The Board reserves the right to secure transportation from any other operator for the duration of a labour dispute involving an operator.

5. In the event that a school(s)is closed due to a strike or labour dispute involving employees of the Board, and as a result, all or part of the services of the operator are not provided and/or required, the Board will reimburse the operator
   a) 80% of the 72 passenger vehicle base rate excluding kilometres or;
   b) 60% of the minibus, wheelchair or minivan vehicle (excluding taxi service) base rate excluding kilometres and
   c) on the condition that the Board receives and retains provincial funding for transportation services noted in items 5a and 5b for the duration of the strike and/or labour dispute.

6. The operator will immediately inform the Transportation Department of any collision or incident which occurs while students are being transported. A written report will be submitted to the Manager of Accommodation and Planning with a copy forwarded to the Transportation Department within 24 hours of the collision or incident.

7. The operator will immediately inform the Transportation Department of any route which cannot adhere to the regular schedule, weather permitting.

8. The operator will provide transportation for students that have missed a connection due to a route delay from the transfer point to their destination.

9. The operator will accept changes to the route schedule, bus stop locations and student assignments as directed by the Board.

10. All vehicles exceeding a 7 person capacity will be equipped with an operable reverse movement alarm.

11. All vehicles must meet or exceed current CSA D250 and D409 standards.

12. All vehicles exceeding a 16 person capacity will be painted in the chrome yellow school bus colour.

13. All vehicles exceeding a 7 person capacity will not exceed as the year of manufacture - 1988.

14. All vehicles less than an 8 person capacity will not exceed as the year of manufacture - 1990.

15. The operator will have an appropriate operating license and shall use a vehicle that is properly licensed.

16. The operator will carry insurance with a minimum amount of $10,000,000. The Board will be named as an additional insured party. A certificate of insurance for the contract period listing both items will be presented to the Board prior to September 1, 1998. The Board must be notified immediately of any change in the policy or cancellation of the policy. The Board reserves the right to confirm insurance coverage at any time during the contract.

17. A smoke free environment will be present on all vehicles. Drivers are not permitted to smoke in the vehicle at any time prior to students being transported. Residual smoke is prohibited.

18. All routes will be operated as scheduled by the Board. Requests for changes will be considered by the Transportation Department.

19. The operators will conduct route or stop checks at the request of the Board to verify scheduling, timing and safety.

20. Board assigned route numbers will be prominently displayed in the 1st passenger side window of the vehicle.

21. All vehicles must be equipped with an operable two way radio capable of direct contact with the dispatch centre.

22. All drivers must wear an identification badge which includes the following information:
    c) Company name and logo
    d) Driver name
    e) Photograph

23. The operator must supply the driver with an appropriate supply of student misconduct reports for completion and submission to the school principal.

24. The Board reserves the right to increase the kilometres of travel, add a route or delete a route as needed to meet transportation requirements, funding levels or Ministry of Education and Training initiatives or standards.

25. The Board reserves the right to suspend or terminate the contract due to the failure of the operator to meet performance and / or safety guidelines of the Board or appropriate Ministry.

26. The Board reserves the right to obtain alternate means of transportation from any operator for the duration of a suspended contract.

27. The Operator shall conduct criminal background checks for every driver assigned to complete a school trip.

28. The Board reserves the right to place or remove students from any vehicle for any reason.

29. The Board reserves the right to remove a driver from any trip.

30. The Board reserves the right to invoke a penalty equal to the per trip rate or per student rate, for any operator that fails to meet the scheduled service requirements.

31. Invoices for service will be submitted at a rate of 19.0 days per month. Differences to account for additional days of service or inclement weather will be submitted as part of the December and June statements.

32. a) Video camera housing units will be provided on every vehicle exceeding a 24 passenger capacity.
    i) Housing units will be provided by the Board for the bus routes within the City of Hamilton for installation by the bus operator no later than October 1, 1998. Subsequent housing units for new or replacement vehicles will be supplied and installed by the operator.
    b) Video camera housing units will be provided on vehicles less than a 24 passenger capacity at the request of the Board and as space permits within the bus.
    i) Housing units will be provided by the Board for installation by the bus operators.

33. A limited number of video cameras will be supplied by the Board. Operators may choose to supply additional cameras at their own expense.

34. Video cameras may be used only with the permission of the school principal.

35. The Carrier will provide proof of monthly bulk fuel costs as detailed in Appendix A - Fuel Escalation/De-escalation adjustment.
    a) The fuel escalation clause applies only to those routes with reimbursement provided on a flat rate per vehicle plus kilometres of travel where appropriate. The fuel escalation clause does not apply to trips reimbursed at a "per student" rate.
    b) The fuel escalation/de-escalation adjustment will be applied for every month of service in which the fuel cost is less than, or exceeds the base price by one full cent.
    c) The Carrier will calculate the adjustment and submit the invoice or credit with the regular monthly statement.

36. The driver will ensure that every student has disembarked at the conclusion of each trip by completing individual seat checks and a visual check of the entire vehicle floor.

37. The Board reserves the right to audit:
    a) Company
    b) Driver
    c) Vehicle
    d) Route

38. The Board reserves the right to restrict or limit travel on a road as needed due to speed, volume of traffic or any other safety criteria.

39. This contract will begin on September 1, 1998 and will conclude on June 30, 1999. Start and finish dates are subject to change dependent upon the approval of the 1998-99 school year calendar.

40. The Board reserves the right to extend the contract by June 1999 with the agreement of the operator for either:
    a) One year term concluding on June 30, 2000
    b) Two year term concluding on June 30, 2001

    An extension beyond June 1999 will be contingent upon policy, funding, performance, transportation requirements and Board approval.

APPENDIX A
Fuel Escalation/De-escalation Adjustment

The fuel escalation clause applies only to those routes with reimbursement provided on a flat rate per vehicle plus kilometres of travel where appropriate. The fuel escalation clause does not apply to trips reimbursed at a "per student" rate.

$$\text{Escalation Adjustment} = \frac{\text{daily km x (current bulk fuel rate - base bulk fuel rate) x days of service}}{\text{fuel consumption}}$$

$$\text{De-escalation Adjustment} = \frac{\text{daily km x (base bulk fuel rate - current bulk fuel rate) x days of service}}{\text{fuel consumption}}$$

a) Daily kilometres refers to the total number of kilometres from the point of first pickup to the last drop off and back to the point of first pickup by the most direct route.

b) Current bulk fuel rate is the cost per litre of fuel paid by the Carrier at the end of each month. Carriers must provide proof of bulk fuel costs by submitting copies of fuel invoices prior to the adjustment being processed.

c) Base bulk fuel rate is the cost per litre of fuel paid by the Carrier on September 1, 1998.

d) Fuel consumption is the rate of consumption for each vehicle as listed.
   1. 72 passenger bus: 3.08 (diesel)
   2. Bussette: 4.52 (diesel), 4.07 (gasoline)
   3. Station Wagon/Minivan: 6.95 (gasoline)
   4. Wheelchair: 4.55 (diesel), 4.05 (gasoline)

e) Days of service are the actual operating days that are being claimed.

f) Adjustments are to be calculated by the Carrier and submitted to the Board with the regular monthly invoice.

g) The fuel adjustment applies only to regularly scheduled morning, midday kindergarten and afternoon home to school routes.

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The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Irene Polidori, Manager of Finance

Subject: **School Budget Net Surplus (Deficit) Carryforward**

Recommended Action:

Moved by:_____

That at the end of each fiscal year the net school budget surplus (deficit) be transferred to working reserves and withdrawn in the following year for purposes of school budgets.

Rationale:

This recommended action will ensure that funding will be available to support the carryforward of the net school budget net surplus (deficit) without impacting on the deployment of grant allocations provided in the following year. The extension of the carryforward of school budget surplus (deficits) to City schools was approved by the Board on May 21, 1998.

DG/GdeJ
1998-09-08

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The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Len Dixon, Manager of Computer Services

Subject: **Software Surplus Carryforward**

Recommended Action:

Moved by:_____

That the 1998 stub year systems software account surplus in the amount of $100,000. or less be transferred to working reserves and utilized for 1998/99 requirements.

Rationale:

In 1998 we have not acted on a number of issues related to upgrading of systems software. This has been as a result of decisions that still need to be made related to systems that will be put in place for the amalgamated school board. It is expected that most of these decisions will be made in the 1998/99 timeframe. As a result, we have a surplus in our software account for the 1998 stub year.

It would be extremely beneficial if we could have a total of $100,000 of this surplus placed in working reserves for the 1998/99 year. This will facilitate the following system requirements:

Student Information System	65,000
Employee Information System	35,000

We are currently evaluating the Student Information System for replacement. If we proceed, we will upgrade the Secondary Schools first. This will require approximately $150,000, an amount that is not in the 1998/99 budget. If we have an amount placed in reserve, this amount along with some funds from the 1998/99 budget should be sufficient to complete the Secondary Schools. $65,000 would be the amount reserved for the Student Information System. It is anticipated that the restructuring monies recently approved by the Ministry of Education and Training will be sufficient to address completion of the Student Information System transition project.

The Human Resources component of the Employee Information System has been complete and in operation for some time (city employees only). The Monthly Payroll component is being implemented effective September 1. There is still a considerable amount of work to be done, even if the Board decides to switch to a new system for the amalgamated Board. This work relates to the upcoming Revenue Canada year end, T4's and pension reporting for the newly implemented system. The balance of the amount reserved would be utilized for this purpose.

DG/GdeJ
1998-09-08

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THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

TO: MERV MATIER, ACTING DIRECTOR OF EDUCATION

FROM: KEN WATERS, SUPERINTENDENT OF EDUCATION

DATE: July 22, 1998

RE: LICENSE AGREEMENT WITH STONEY CREEK RUGBY ASSOCIATION

RECOMMENDED ACTION:

Moved by _____ that The Hamilton-Wentworth District School Board approve the license between Saltfleet District High School and the Stoney Creek and District Rugby Association.

RATIONALE:

At the regular meeting of the Board on May 21, 1998 the following resolution was passed:

> That the legal opinion re license between Saltfleet District High School and the Stoney Creek and District Rugby Association be received for information.

I have spoken with Mr. Joseph Pigott from Evans, Philp regarding this issue. It is his belief that the license as presented is acceptable. He believes that the issues raised during the discussion at committee are not legal in nature. He informed me that the language in the agreement provides sufficient protection to the Board in the event of the need to terminate this agreement.

The letter from Mr. Pigott is attached for your information.

KW:jb

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TO: Merv Matier, Director of Education and Secretary

FROM: Anthony Cupido, P. Eng., Superintendent of Plant Services

RE: Asbestos Updates

DATE: 1998 09 10

Recommendation:

Moved by _____ that the Asbestos Update be received for information.

Rationale:

Mountain View School – Follow-Up

The Business Committee, at its meeting of 1998 06 25, approved the following items:

(a) Perform a complete removal of the existing panels in Rooms 1 and 2 and replace them with non-asbestos panels during the summer of 1998 with the cost to be taken from the Plant budget;

(b) Perform a temporary enclosure (on the interior only) of the existing panels during the summer of 1998 in the other twelve classrooms containing transite window panels with the cost to be taken from the Plant budget;

(c) Perform a complete removal of the existing panels in the twelve remaining rooms and replace them with non-asbestos panels during the summer of 1999 with the cost to be included in the 1998-1999 school year budget.

It was moved in amendment by H. Bullock: That an Asbestos Monitoring Plan be established.

Items (a) and (b) have subsequently been completed over the summer months and a formal report from Resource Environmental Associates (REA) was received on 1998 09 03 and is provided for the information of the committee.

The REA report contains recommendations which include a draft Monitoring Plan. This draft plan will be reviewed with the appropriate stakeholders at the school and to be in place immediately following an agreed-upon version of the plan.

Other

Currently, staff are continuing their review of the former County schools in compliance with the plan submitted to the Ministry of Labour in early 1998.

A copy of recent correspondence to the Ministry of Labour is enclosed.

Issues and items regarding asbestos are unfolding on a daily basis. The Superintendent of Plant Services will provide a verbal, current, update regarding this matter at the Committee meeting.

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SEP 3 1998

rea

Resource Environmental Associates

Environmental Health and Safety Consulting
Project Management and Engineering

TYPE I, II AND III ASBESTOS WORK

MOUNTAIN VIEW SCHOOL
STONEY CREEK

PREPARED FOR:

HAMILTON WENTWORTH DISTRICT
SCHOOL BOARD

SEPTEMBER 1998

111 Gordon Baker Road, Suite 700
Toronto, Ontario M2H 3R1

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rea

Resource Environmental Associates

Abstract

During the months of July and August 1998, type I, II and III asbestos-related work as defined by the Ontario Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations (O.Reg. 838/90) was carried out at various locations in Mountain View Public School. Asbestos-containing transite panels in Classrooms 1 and 2 and the adjoining anti-room were removed and replaced with wood/sheet metal sandwich panels. Remaining transite panels were enclosed with layers of styrofoam and sheet metal. The gymnasium ceiling texture coat was encapsulated with a sealant, enclosed in drywall and painted. Asbestos-containing materials were removed from within the boiler room with the exception of the refractory materials inside the boiler. Asbestos-containing insulation was removed from an overhead pipe located within the boy's washroom.

Air sampling was performed to measure airborne fibre concentrations following type II work in the gymnasium and type III asbestos removals. Reported air sampling results were below the clearance value of 0.05 fibres per cubic centimeter of air. The Ministry of Labour lifted the stop work orders related to the closure of the gymnasium and boiler room on July 30, 1998.

Based on the observations and findings of this project review, Mountain View Public School is safe for occupancy by staff and students. Under the present conditions, there is not a likelihood of inadvertent exposure to asbestos fibres at Mountain View Public School.

Recommendations are provided regarding routine monitoring of the transite panels as well as changes to the asbestos inventory.

1.0 Introduction

Transite panels located within the window frames at Mountain View Public School were identified as containing 50-75% crocidolite and chrysotile asbestos. These panels consist of two layers of ¼ inch transite board with an insulating foam-board sandwiched in the middle. Various mechanical components had been installed within these panels such as heating and air conditioning units known as Whispair units as well as other fans, etc.. Some of the transite panels were observed to have water damage in some areas. The Hamilton-Wentworth District School Board (HWDSB) identified the panels within rooms 1 and 2 as requiring removal during the summer of 1998. Additional panels within the school were scheduled for interior enclosure with sheet metal during the same time period.

At a meeting with the Ministry of Labour, on July 2, 1998 at Mountain View Public School, agreement was made to evaluate the condition of the panels in all the rooms and the proposed remedial measures be assessed (e.g., sheet metal enclosures). See Appendix E for a copy of Ministry of Labour report and a list of those persons in attendance at the July 2, 1998 meeting.

Additional asbestos-related work scheduled to be carried out within the school during the month of July, 98 included the dry wall enclosure of the chrysotile-containing ceiling in the gym and the removal of amosite and chrysotile-containing materials from the boiler room.

2.0 Methods

An inventory and inspection of the interior and exterior condition of all the asbestos-containing transite panels within the school was recorded. This included the panels scheduled for removal in July 1998. Observations included any mechanical components, holes from nails, screws or dry wall plugs as well as the location of any soft spots.

On site monitoring of the contractors performing asbestos-related work in the school was performed on a daily basis. Records were kept of work practices and procedures as well as the scheduling of operations. The consultant was informed of all asbestos-related work, whether type I, II or III, carried out within the school during the months of July and August 1998.

Air sampling was performed after prescribed type II and type III asbestos work was completed. This included the following: (i), inside the type III enclosures, in rooms 1 and 2; (ii), inside rooms 1 and 2 following dismantling of the type III enclosures; (iii), inside the gymnasium following dismantling of the type II enclosure; and (iv), inside the boiler room following removal of the boiler shell and asbestos-containing pipe insulation.

Air monitoring for post-abatement clearance was conducted under aggressive sampling conditions. The abatement area floors, walls, ledges, ceilings, and other surfaces were

swept with the exhaust from a high speed fan to dislodge any dust present. Three passes over these surfaces were carried out over a 10 minute time period. Throughout the sampling session, two pedestal fans, angled downward, were used to keep any fibres suspended during sampling.

High volume pumps capable of sampling rates between 10 and 20 lpm (liters per minute) were used to draw air through 25 mm diameter cellulose-ester filters encased in an open-faced, conductive cowl cassette assembly. The air sampling pumps were calibrated before and after sampling using a dry gas meter. Air sampling filters along with one field blank filter per sampling session were submitted to the McMaster University Occupational and Environmental Health Laboratory for phase contrast microscopy (PCM) analysis (NIOSH Method 7400 for Asbestos and Other Fibers). This method of analysis detects any type of fibre in addition to asbestos fibres.

Swipe samples were also taken in the boiler room, following dismantling of the enclosure, to detect the presence of asbestos contamination and to determine the effectiveness of the removal process. Thirteen 37 mm mixed cellulose ester filter papers were used to swipe 4" x 4" areas within the boiler room and were then analyzed by McMaster University Occupational and Environmental Health Laboratory using polarized light microscopy (PLM) to detect the presence of asbestos fibres.

3.0 Findings

3.1 Transite Panel Inspection

One hundred and one (101) panels were located within the original portion of the school building (excluding the classrooms within the portable complex). The report on the interior condition of these panels is contained in Appendix A along with a floor plan of the school. The exterior condition report is found in Appendix B.

Type I procedures were used during the removal of the bulletin boards from the large transite panels in classrooms 3, 4, 5, 6, 8, 9, 11, 13, 14 and the teacher's staff room. A rectangular piece of polyethylene sheeting was taped to the counter and 18" beyond either side of the bulletin board and extended down the wall and along the floor approximately 6 to 8 feet. The bulletin board was removed from in front of the panel and the bottom edge of the board and panel were damp wiped. The condition of the transite panel behind the bulletin board was then examined and findings recorded. Older bulletin boards were taken for disposal, whereas, bulletin boards in rooms 3, 4 and 6 mounted on the window mullions were kept for reuse.

Following the removal of the bulletin boards and the side panels from the Whispair Units, the transite panels were inspected and their condition recorded. See Appendix A. The panels removed in rooms 1 and 2 were in notably worse condition than the remaining panels. For example, the panels behind the bulletin boards in rooms 1 and 2 were soft along the bottom 2 inches. The panels behind the Whispair Units, in the same rooms,

were soft in the corners. In comparison, two other rooms had panels with soft spots but smaller areas of 0.25 - 0.5 inches in the corners (Rooms 5 and Teacher's Staff Room). Based on the findings reported in Appendix A, the remaining panels were found to be generally hard to the touch, and therefore, were enclosed with sheet metal.

During the exterior inspection, holes from nails or screws and marks where the skin of the transite was broken or abraded were noted. See Appendix B. On September 1, 1998, these holes and marks were caulked. It was also noted during the exterior inspection that some panels are transite on the exterior, others have a layer of either sheet metal or plywood. All transite layers exposed on the exterior were hard to the touch.

3.2 Transite Panel Removal

A total of eleven panels were removed from classrooms 1 and 2 and the anti-room adjoining classroom 2. One transite panel is located behind a piece of drywall in the hallway leading to the portable complex from the original building. It is a 2x4 panel located above the double door. This panel was not accessed during the work carried out in July and August, but was recorded on the school inventory and the openings around the conduit were sealed with caulking.

Using Type III work procedures and measures, panels were removed from Classrooms 1, 2 and the adjoining anti-room by Biggs & Narciso Construction Services Inc. of Markham. The Type III Notice of Project (NOP) # 98-152585 was posted in the work area.

The electrical power servicing the Whispair ventilation units in these two rooms was disabled and locked out prior to commencement of work. The duct work openings to the Whispair ventilation units were sealed off. The rooms were then pre-cleaned using a *HEPA filter*[1] vacuum before construction of the enclosure. A type III enclosure as specified in Ministry of Labour regulation O.Reg. 838/90 was constructed in classrooms 1 and 2. Two layers of polyethylene were used for both the walls, upper seals and floor, according to the project specification. The polyethylene sheeting included one layer of rip proof poly and one layer of true 6 mil poly.

Prior to commencement of the panel removal, the enclosures were inspected and smoke-tube tests were performed to ensure that the enclosure was under a negative pressure. A HEPA filter negative air unit was used during removal to maintain the enclosure under a negative pressure and to filter air exhausted to the outdoors.

Work within the type III enclosures was carried out using full-faced, supplied air respirators (Advanced Breathing Air Systems Compressor with carbon monoxide monitor in line) and tyvek suits. According to regulated requirements, a three stage decontamination facility with clean room, shower and dirty room was used. Asbestos-

[1] HEPA filter - A high efficiency particulate aerosol filter that is at least 99.97 per cent efficient in collecting a 0.3 micrometre aerosol.

containing waste was double-bagged; first in clear polyethylene followed by yellow bags with asbestos content labeling.

The following protocol was followed upon completion of the panel removal: (1), the interior of the enclosure was power washed with water; (2), the removal work was inspected by the consultant and further washing was done, if required; and (3), the interior surfaces of the enclosure and contents were sprayed with lock down, to control any fibre disturbance within the enclosure. The following day, aggressive air sampling was performed.

The results of aggressive air sampling performed inside the type III enclosures following completion of the panel removal, are reported in Appendix C, Table 1. On July 22 and July 24, the airborne fibre concentrations for both these sampling sessions were reported as <0.002 fibres/cc or below the limit of detection. Upon receiving these results, the contractor, Biggs and Narciso Construction Services Inc., was informed that air sampling results were below the 0.05 fibres/cc criterion and that the enclosure could be dismantled for disposal.

Following dismantling of the enclosures in each of the removal areas, rooms 1 and 2 and adjoining anti-room were cleaned using a HEPA vacuum (including floors, work surfaces, ledges, shelves, lights, etc. as well as the interior of the Whispair Unit). Aggressive air sampling was performed once again, to demonstrate clearance for re-occupancy. The results of these sampling sessions are also contained in Appendix C, Table 1. On July 24 and July 29, the airborne fibre concentrations within rooms 1 and 2 were measured to be 0.004 fibres/cc and 0.003 fibres/cc, respectively. These results are below the criterion of 0.05 fibres/cc and the rooms were provided clearance for re-occupancy.

The reports listing the analytical results for the above air samples (provided by McMaster University Occupational and Environmental Health Laboratory) are included in Appendix D.

3.3 Transite Panel Enclosure

Eighty-nine (89) transite panels were enclosed with styrofoam and sheet metal by Lancaster Sheet Metal.

Lancaster Sheet Metal Ltd. of Hamilton enclosed the remaining transite panels with one layer of ½" styrofoam using industrial panel adhesive. On top of the styrofoam layer is adhered a layer of 20 gauge sheet metal. Caulking was used to seal along the interface of the sheet metal and window mullion/frame as well as between pieces of sheet metal in areas where a continuous piece of metal could not be accommodated (such as behind the Whispair units).

It should be noted that existing screws, nails or plugs in the transite boards were not removed, in order to minimize the potential for fibre disturbance and generation of dust.

3.4 Gymnasium Ceiling Encapsulation and Enclosure

Work within the gymnasium included the installation of drywall over the ceiling texture coat and subsequent painting. The drywall installation was performed by Dry-Ac Interiors of Hamilton and was performed within a type II enclosure using type II work procedures and measures as specified in O.Reg. 838/90. Prior to dry walling, the ceiling had been coated with encapsulant that penetrated and hardened the texture coat. Workers wore half-mask air purifying respirators with HEPA filters and tyvek suits while inside the type II enclosure. A two stage decontamination facility with clean and dirty areas was used upon entry and exit from the enclosure.

Following the installation of dry wall on the ceiling in the gymnasium, the ceiling was painted and the lights were re-installed. Equipment used in the gymnasium was cleaned using either a HEPA vacuum or wet wiped to decontaminate for re-use outside the enclosure. Upon completion of this work, the type II enclosure was dismantled and the polyethylene sheeting disposed as asbestos-containing waste. Waste materials were placed in yellow polyethylene bags and labeled as asbestos-containing materials. Following a wet cleaning of the gymnasium it was inspected by the consultant and some areas were re-cleaned.

Aggressive air sampling was performed in the gymnasium on July 29, 1998 following the protocol described in the methods section. The results are reported in Table 1, Appendix C. The airborne fibre concentration was reported to be 0.012 fibres/cc within the gymnasium. This concentration is below the criterion of 0.05 fibres/cc and therefore, the gymnasium was given clearance for re-occupancy. The Ministry of Labour lifted the stop work order on the gymnasium on July 30, 1998 subject to the caulking around the fire detectors and light fixtures.

3.5 Boiler Room Asbestos-Containing Material Removal

Type III removal of the asbestos-containing insulation on mechanical pipe chases as well as on the boiler was performed by Biggs and Narciso Construction Services Inc.. The NOP # 98-152585 was posted in the work area.

Prior to removal, workers entered the boiler room (using the existing enclosure under type II conditions) and pre-cleaned the boiler room and adjacent storage room and contents. Surfaces and contents were cleaned with a HEPA vacuum. The storage room area was sealed off from the boiler room using polyethylene sheeting.

The electrical panels within the boiler room were covered in three layers of polyethylene. A type III enclosure along with decontamination facility and waste out area was constructed. Ontario Hydro disconnected the power to the school to facilitate the wet

removal of the amosite and chrysotile-containing asbestos insulating materials. Gas-powered generators were used to provide power to the boiler room/enclosure area during removal.

Following completion of the removal, the same protocol was followed as with the type III removals in rooms 1 and 2; power washing the interior of the boiler room, inspection by the consultant followed by spray application of lock down. The following day, July 29, 98, aggressive air sampling was performed inside the enclosure. The results are reported in Appendix C, Table 1. The airborne fibre concentration was reported to be 0.007 fibres/cc within the enclosure and below the clearance criterion of 0.05 fibres/cc. Based on these results, the contractor was then provided clearance to dismantle the enclosure.

Swipe samples were also taken in the boiler room following dismantling of the enclosure and prior to final clearance. The swipe sampling was done to detect the presence of asbestos contamination and to determine the effectiveness of the removal process. The areas that were swiped included elbows, joints and valves on some pipes as well as boiler areas, the mezzanine floor and railing, floor drains, electrical housing and entry points of pipes into the walls. The specific areas and results of the swipe testing are listed in Appendix C, Table 2.

Eleven of the thirteen swipe samples detected no presence of asbestos, whereas two swipe samples found trace amosite on the mezzanine floor sample and trace chrysotile on a floor drain sample. The trace results were less than one per cent and considered acceptable. Based on these results, the S.Jha, Occupational Hygiene Consultant, Ministry of Labour lifted the stop work order prohibiting access to the boiler room on July 30, 1998. It should be noted that the lifting of the stop work order was done in conjunction with an inspection of the boiler room followed by additional cleaning around a gas train meter and valve line as well as the sealing off of the door to the crawl space with polyethylene and a sign posted indicated the hazard of asbestos within the crawl space. Refer to the Ministry of Labour report dated July 30, 1998, Appendix E.

3.6 Removal of Pipe Insulation in Boys Bathroom

Using a Safe-T-Strip glove bag, the removal of asbestos-containing insulation from an overhead pipe was performed in the boys washroom by Biggs and Narciso Construction Services Inc.. A crack had been noted in the lagging around the asbestos insulation and as an alternative to re-lagging the area, it was decided to remove the material. The Ministry of Labour Approved Protocol for the use of a Safe-T-Strip glove bag was followed.

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4.0 Discussion

Prior to the work carried out in July and August, 1998, the Ministry of Labour required closure of the school and performance of a type II clean up in classrooms and other occupied spaces with transite panels housing Whispair units. It is reported that under type II conditions, these areas were cleaned with a HEPA vacuum and washed, the Whispair units were opened and cleaned including HEPA vacuuming and washing of the air filters. Final inspection was reported to have included the Certified JHSC member as well as swipe sampling of areas. Based on the clean up and the results, the Ministry of Labour released the rooms for re-occupancy.

This Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations (O.Reg. 838/90) requires that specific measures and procedures be followed, in order to prevent and control the release of asbestos fibres. The type I, II and III asbestos-related work performed at Mountain View School during the months of July and August, 1998 was carried out in accordance with the requirements of this regulation. Clearance sampling in type II and type III areas has assisted in demonstrating the effectiveness of contractor compliance with the prescribed controls.

Based on the observations and findings of this project review, Mountain View Public School is safe for occupancy by staff and students. Under the present conditions, there is not a likelihood of inadvertent exposure to asbestos fibres at Mountain View Public School.

5.0 Recommendations

5.1 Remaining Transite Panels

Under the present conditions, there is not a likelihood of exposure to chrysotile nor crocidolite asbestos from the transite panels. As part of an asbestos management program, the Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations (O.Reg.838/90) requires that the remaining transite panels be routinely monitored for damage or deterioration. This should include both the interior sheet metal (barrier) layer as well as the exterior layers of transite, sheet metal and plywood. The inspection of these panels should be recorded.

The frequency of this inspection is not regulated, however, it is being proposed that this be performed initially on a monthly basis. Staff are advised not to put anything on the panels, to facilitate the inspection process and to minimize the potential of stress on, and fatigue of, the sheet metal enclosure.

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5.2 Inventory

Based on the results and findings of this project, changes to the 1998 inventory are presently being carried out by the Regulated Substance Team and include the following: (1), the asbestos removals performed in classrooms 1 and 2 and the anti-room, the boiler room and the boys washroom; (2), the panel enclosed in drywall in the hallway leading to the portable complex; (3), the gym ceiling; and (4), the pipe insulation on the radiator line in the girls washroom.

RESOURCE ENVIRONMENTAL ASSOCIATES LIMITED

per: Nancy E. Wilk, HBSc MHSc CIH
Senior Consultant

APPENDIX A

INSPECTION REPORT: INTERIOR OF TRANSITE PANELS **Mountain View Public School July 1998**

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Duct work	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Room 1	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs; yes - 14 in WP	2-WP	1-WP	yes - WP and BBP	yes	yes - lower 4x8 BBP and lower 4x8 WP	none	Soft 1.5 - 2" strip along bottom BBP WP in corners soft 6 blue dry wall plugs in BBP Removed on July 21, 98 Disposed of bulletin board.
Room 2	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs; yes - 14 in WP	2-WP	1-WP	yes - WP and BBP	yes	yes - lower 4x8 BBP and lower 4x8 WP	none	Soft in corners & 2" strip along bottom BBP WP in corners soft 6 blue dry wall plugs in BBP Removed on July 23, 98 Disposed of bulletin board.
Anti Room 2	1	1-2.4	no	yes - 6 screws	fan to outdoors	no	no	no	none	none	discoloured, gray panel hard to the touch No visible signs of condensation damage Removed on July 23, 98
Room 9	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs; Yes - WP has 1 nail	2-WP	1-WP	yes - WP around ducts; no - BBP	yes	none	WP - 2 nail holes	Yellow painted BBP is hard to the touch; WP hard to the touch No visible signs of condensation damage 10 blue dry wall plugs in BBP Disposed of bulletin board. Enclose interior[3]
Principal's Office	1	1-2x2	Portable air cond. installed in panel	yes - 2 screws	no	no	no	yes - old on interior; new on exterior	none	none	Tan painted panel is hard to the touch No visible signs of condensation damage Enclose interior[3]

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INSPECTION REPORT: INTERIOR OF TRANSITE PANELS

Mountain View Public School July 1998

10-13

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Duct work	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Gym & Stage Areas	5	4-2x4 in gym 1-2x4 in stage area	no	no	no	no	no	yes	none	none	No soft spots; hard to the touch. Enclose interior[3]
Room 8	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs; yes - WP has 1 nail	2-WP	1-WP	no - BBP; yes - WP around ducts	yes	none	WP - 10 nail & screw holes	Yellow painted BBP is hard to the touch WP hard to the touch & 3 areas <2 cm^2 with skin off transite No visible signs of condensation damage 10 blue dry wall plugs in BBP Disposed of bulletin board. Enclose interior[3]
Room 7 Shop	11	4-4x8 6-2x4 1-2.75x4	yes	yes - on 3-4x8's & WP has 2 nails	2-WP 1-4x8 1-2x4	1-WP 1-4x8 connect to dust coll.[4]	yes - cabinet & WP around ducts	yes	none	no	WP and panel behind cabinet hard to the touch Two fans to exterior in 2-2x4 panels Type 1 re-routing of electrical conduit Enclose interior[3]
Room off of shop	1	1-2x4	no	no	no	no	no	yes	none	none	No visible signs of condensation damage Enclose interior[3]
Room 6 Kinder-garten	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; no - WP	2-WP	1-WP	yes - WP around ducts	Yes	no soft spots; had been previously sealed with encapsulant which was hard at time of inspection	none	White encapsulant with new bulletin board mounted on mullions. BBP and WP hard to the touch Caulking on central areas of panel above door Enclose interior[3]

INSPECTION REPORT: INTERIOR OF TRANSITE PANELS **Mountain View Public School July 1998**

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Ductwork	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Room 5	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; no - WP	2-WP	1-WP	yes - BBP; yes - WP around ducts	Yes	yes, in the corners approximately 0.25" - 0.5" along bottom	WP - 4 nail & screw holes	Two bottom corners soft for 0.25" - 0.5" on BBP; WP hard to the touch Duct taped where soft, remainder hard to the touch Disposed of bulletin board. 6 blue dry wall plugs in BBP Enclose interior[3]
West Hallway	2	2-2x4	no	no	no	no	no	yes, old caulking and cracking	none	none	Enclose interior[3]
Room 4	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; no - WP	2-WP	1-WP	no - BBP; yes - WP around ducts	Yes	none	WP - 10 nail & screw holes	Painted BBP is hard to the touch & behind new bulletin board mounted on mullions; WP hard to the touch No visible signs of condensation damage 6 blue dry wall plugs in BBP Enclose interior[3]
Resource Conf. Room	1	1-2x4	no	no	no	no	no	yes, around panel/mullion edge but not around fan	none	none	Fan to outdoors in panel
Room 3	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; no - WP	2-WP	1-WP	no - BBP; yes - WP around ducts	Yes	none	WP - 4 nail & screw holes	Painted BBP is hard to the touch & behind new bulletin board mounted on mullions; WP hard to the touch No visible signs of condensation damage 6 blue dry wall plugs in BBP Enclose interior[3]

10-14

10-15

INSPECTION REPORT: INTERIOR OF TRANSITE PANELS

Mountain View Public School July 1998

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Duct work	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Room 10 Family Studies	3	1-2x4 2-2x2	yes, but not in transite panel	no	2-fans to exterior; one blocked off with styro-foam	no	no - BBP	yes	none	none	Enclose interior[3]
Room 11 (Library)	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; yes - WP has 1 nail	2-WP	1-WP	no - BBP; yes - WP around ducts	yes; Extra smear of caulking above door	none	WP - 2 nail holes	Green painted BBP is hard to the touch; WP hard to the touch No visible signs of condensation damage 6 blue dry wall plugs in BBP Disposed of bulletin board. Enclose interior[3]
Room 11 Office (Library)	1	1-2x2	no	no	a fan in panel	no	no	yes	none	none	Metal grate in front Room dust cleaned up around surfaces (type 1) Enclose interior[3]
Washrm off Room 11 Office	1	1-2x2	no	no	no	no	no	yes - cut was started into board, then caulked	none	none	Caulking on saw cut approx. 2" Room dust cleaned up around surfaces (type 1) Enclose interior[3]
Washrm / storage off Room 11 Office	1	1-2x2	no	no	no	no	no	yes	none	none	Metal grate in front Room dust cleaned up around surfaces (type 1) Enclose interior[3]
East Hallway	2	2-2x4	no	no	no	no	no	yes - very old caulking, cracking	none	none	Enclose interior[3]

INSPECTION REPORT: INTERIOR OF TRANSITE PANELS — **Mountain View Public School July 1998**

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Ductwork	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Room 12 entrance to Portable Complex	1	1-2.75x4 panel behind drywall over entrance	no	yes - into metal window frame	no	yes - conduit 42" from top; panel 44"	no	no	none	none	Add to inventory Caulk around hole for conduit Needs to be clearly marked to note asbestos panel behind wall
Teachers' Staff Room	5	2-4x8 3-2x4	yes	yes - BBP plugs & screws; yes - WP has 1 screw	2-WP	1-WP	yes - BBP; yes - WP around ducts	yes	yes, in the corners approximately 0.25" along bottom and 0.25" x 6" strip up right side from bottom corner	none	Tan coloured BBP hard to the touch in areas other than corners and right bottom edge; WP hard to the touch 6 blue dry wall plugs Disposed of bulletin board Enclose interior[3]
Room 13	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP; no - WP	2-WP	1-WP	no - BBP; yes - WP around ducts	Yes	none	none	Green painted BBP is hard to the touch; WP hard to the touch No visible signs of condensation damage Extra caulking on panel above bulletin board top edge. 6 blue dry wall plugs in BBP Disposed of bulletin board Enclose interior[3]
Office: C.Norman	1	1-2x4	no	no	no	no	no	yes	none	none	Enclose interior[3]

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INSPECTION REPORT: INTERIOR OF TRANSITE PANELS

Mountain View Public School July 1998

Location	#	Panel Size[1]	HVAC Unit	Screws Nails & Plugs	Ductwork	Pipe	Duct Tape	Caulking	Soft Locations	Holes[2]	Comments
Room 14	6	2-4x8 3-2x4 1-2.75x4	yes	yes - BBP plugs & screws; no - WP	2-WP	1-WP	no - BBP; yes - WP around ducts	Yes	none	none	Tan painted BBP is hard to the touch WP hard to the touch & 3 areas <2.5 cm^2 with skin off transite No visible signs of condensation damage 6 blue dry wall plugs in BBP Disposed of bulletin board Enclose interior[3]

Key: WP - 4 ft x 8 ft Transite Panel behind Whispair Unit
BBP - 4 ft x 8 ft Transite Panel behind Bulletin Board

[1] Each classroom typically contained two 4 ft x 8 ft panels, three 2 ft x 4 ft panels and one 2.75 ft x 4 ft panel above the door. Panels located within others rooms varied in size.

[2] Holes in the panels other than those made for mechanical and electrical components such as fans, ducting, piping, etc.. The most common types of holes were those made from nails, screws and drywall plugs. These holes are additional to any nails, screws or plugs present in the panels. No holes through the layers of transite panel to the outdoors (other than those mentioned for components of the mechanical and electrical systems) were observed.

[3] Enclose interior of transite panel meaning to cover with ½" Styrofoam and sheet metal followed by caulking at sheet metal/window frame interface.

[4] One 4 ft x 8 ft transite panel has electrical conduit running to exterior of building and servicing a dust-collector.

MOUNTAIN VIEW SCHOOL





APPENDIX B

INSPECTION REPORT: EXTERIOR OF TRANSITE PANELS

Mountain View Public School July 1998

Room	Holes[1]	Perimeter Caulking[2]	Caulking on Holes	Discoloration	Comments
Main Office	None.	No	NA	No	
9	Screw holes - 1 in Whispair Panel (WP).	Yes - door panel	Yes - 3 locations on Bulletin Board Panel (BBP); 6 on WP	Yes - bottom of 2x4's and 4x8's.	Two holes were re-caulked along with hole in WP caulked at the same time[3].
8	Screw holes - 1 in WP & 3 in 4x8 BBP	Yes - door panel	Yes - 3 locations BBP; 3 on WP.	Yes.	Screw holes were caulked. Plywood over middle 2x4 panel & paint flaking.
7 - South Wall	Screw hole - 1 in WP.	No.	Yes - 2 locations on BBP; 3 on WP.	Yes - two 4x8 panels.	Caulked screw hole and three ¼" diameter marks where the skin was off transite 4x8 panel & areas had been painted over.
7 - West Wall	None.	No.	NA	Yes	Screws in some panels.
6	Yes - 2 in WP.	No.	Yes - 2 on WP.	Yes.	Caulked screw holes and mark approx. ¼" diameter where the skin was off transite 4x8 panel.
5	Yes - 1 in BBP.	No.	Yes - 1 on BBP.	Yes.	Caulked screw hole and mark approx. 1/16" diameter where the skin was off transite 4x8 panel.
4	None.	No.	NA	Yes.	The exterior 4x8 panels are enclosed in sheet metal. The paint was flaking off the sheet metal WP.
Conf. Resource Room	None.	No.	No.	No.	

INSPECTION REPORT: EXTERIOR OF TRANSITE PANELS **Mountain View Public School July 1998**

Room	Holes[1]	Perimeter Caulking[2]	Caulking on Holes	Discoloration	Comments
3	None.	No.	NA	No.	Five of the six panels covered in plywood. Paint is peeling off of plywood.
West Hallway	None.	No.	NA	No.	
East Hallway	None.	No.	NA	No.	
13	Yes - WP.	No.	Yes.	No.	Plywood over one 2x4 panel and BBP. Paint is peeling off of plywood.
Office: C.Norman	None.	No.	NA	No.	
14	None.	No.	NA	Yes.	Plywood over middle 2x4 panel with paint peeling. Sheet metal encloses the two 4x8 panels.
Teacher's Staff Room	None.	No.	Yes - 2 old areas of caulking	No.	Plywood over BBP and one 2x4 panel; both have paint peeling.
Entrance to Portable Complex	NA	NA	NA	NA	Rolled roofing is covering the exterior of the transite panel that is above the entrance to complex.
Family Studies	None.	No.	NA	Yes - 1 panel under fan.	
Stage	None.	No.	NA	No.	Small amount of paint peeling on panel.
Gym	None.	No.	NA	No.	Small amount of paint peeling on one panel.
Library	None.	No.	Yes - 1 location on 4x8 panel	Yes.	One plywood 2x4 panel with paint peeling. Transite skin off of 4x8 panel approx. ¼" diameter.

APPENDIX B

INSPECTION REPORT: EXTERIOR OF TRANSITE PANELS **Mountain View Public School July 1998**

Room	Holes[1]	Perimeter Caulking[2]	Caulking on Holes	Discoloration	Comments
Office off of library	No.	No.	NA	Yes.	
Washroom/ Storage	None.	No.	NA	No.	
Washroom	yes - caulked 2" line	No.	Yes.	No.	The 2" long hole was the result of a saw-cut into the panel.

[1] Holes in the panels other than those made for mechanical and electrical components such as fans, ducting, piping, etc.. The most common types of holes were those made from nails, screws and dry wall plugs.
[2] Typically there was caulking only along the bottom edge of transite panels. Where the perimeter was caulked, it was noted.
[3] Holes were caulked on September 1, 98 by D.Gaulton, Maintenance Mechanic, HWDSB.

APPENDIX C

TABLE 1: AIR SAMPLING RESULTS MOUNTAIN VIEW PUBLIC SCHOOL STONEY CREEK

LOCATION	DATE	SAMPLE TIME (minutes)	FLOW RATE (lpm)	AIRBORNE FIBRE CONCENTRATION+ (fibres/cc)
Enclosure in Classroom 1	July 22, 98	125	12.1	<0.002
Classroom 1	July 24, 98	137	11.6	0.004
Enclosure in Classroom 2	July 24, 98	130	12.1	<0.002
Classroom 2	July 29, 98	119	12.2	0.003
Boiler Room	July 29, 98	101	12.1	0.007
Gymnasium	July 29, 98	122	11.8	0.012

NOTES:

1. A blank sample was submitted for each analysis and the reported airborne fibre concentration was blank adjusted.
2. PCM analysis done by McMaster University Occupational and Environmental Health Laboratory. For laboratory results refer to Appendix D.
3. The clearance level for re-occupancy of an area where asbestos-related work has been performed is 0.05 fibres per cubic centimeter (fibres/cc) of air.

APPENDIX C
TABLE 2: SWIPE SAMPLING RESULTS BOILER ROOM; JULY 29, 1998
MOUNTAIN VIEW PUBLIC SCHOOL, STONEY CREEK

LOCATION	SAMPLE NUMBER	ASBESTOS DETECTED	TYPE AND QUANTITY OF ASBESTOS
First 8" elbow on line from boiler	1	No	NA
8" joint on line from boiler and past second elbow	2	No	NA
Second 8" elbow on line from boiler	3	No	NA
8" line valve from boiler and past fifth elbow	4	No	NA
Top of boiler between the 8" & 16" lines	5	No	NA
Around gasketted area of 16" line fitting from boiler	6	No	NA
Mezzanine floor; middle near toe plate	7	Yes	trace amosite
Mezzanine railing	8	No	
Electrical housing off south end of boiler	9	No	NA
Floor drain in south east corner	10	No	NA
Floor drain on west side	11	Yes	trace chrysotile
2" line into north west wall above small compressor	12	No	NA
2" line in south east corner under electrical lines	13	No	NA

NOTE: See Appendix D for laboratory report from McMaster University Occupational and Environmental Health Laboratory.

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APPENDIX D

LABORATORY RESULTS

McMaster University
Occupational and Environmental Health Laboratory
1200 Main Street West, HSC 3H58
Hamilton, Ontario, L8N 3Z5, Canada
Tel: (905) 525-9140, Ext. 22336
web: www-fhs.mcmaster.ca/oehl
e-mail: oehl@fhs.mcmaster.ca
Fax: (905) 528-8860

10-25

July 22, 1998

Ms. Nancy Wilk
REA
700-111 Gordon Baker Road
North York, Ontario
M2H 3R1

The samples were received in the laboratory on July 22, 1998. They consisted of one sample plus one blank for fibre counts. The blank value has been subtracted from the reported results.

Laboratory Sample No.	*Your Sample Identification*	*Air Volume (l)*	*Fibres/cc*
98070423	Sample 1	1512.5	<0.002

Method: NIOSH Method 7400, a membrane filter method with modifications to comply with the Ontario regulation respecting asbestos made under the Occupational Health and Safety Act, revised July 1987

Detection Limit: 7 fibres/mm^2 [to obtain fibres per cc for individual samples, multiply by the effective collection area (855 mm^2 for 37 mm filters or 385 mm^2 for a 25 mm filter) and divide by the number of cubic centimeters (litres x 1000) of air sampled]

Analytical Precision: S_r = 0.10 to 0.25

Analyst: Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Checked: Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/jeb

AIHA ACCREDITED LABORATORY

McMaster University
Occupational and Environmental Health Laboratory
1200 Main Street West, HSC 3H58
Hamilton, Ontario, L8N 3Z5, Canada
Tel: (905) 525-9140, Ext. 22336
web: www-fhs.mcmaster.ca/oehl
e-mail: oehl@fhs.mcmaster.ca
Fax: (905) 528-8860

10-26

July 24, 1998

Ms. Nancy Wilk
REA
111 Gordon Baker Road
Suite 700
North York, Ontario
M2H 3R1

The samples were received in the laboratory on July 24, 1998. They consisted of two samples plus one blank for fibre counts. The blank value has been subtracted from the reported results.

Laboratory Sample No.	*Your Sample Identification*	*Air Volume (l)*	*Fibres/cc*
98070486	Sample 1 - Room 2	1573	<0.002
98070487	Sample 2 - Room 1	1589	0.004

Method: NIOSH Method 7400, a membrane filter method with modifications to comply with the Ontario regulation respecting asbestos made under the Occupational Health and Safety Act, revised July 1987

Detection Limit: 7 fibres/mm^2 [to obtain fibres per cc for individual samples, multiply by the effective collection area (855 mm^2 for 37 mm filters or 385 mm^2 for a 25 mm filter) and divide by the number of cubic centimeters (litres x 1000) of air sampled]

Analytical Precision: S_r = 0.10 to 0.25

Analyst: Lorraine Shaw
Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Checked: Lorraine Shaw
Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: Dave Verma
Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/jeb

AIHA ACCREDITED LABORATORY

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McMaster University

Occupational and Environmental Health Laboratory

1200 Main Street West, HSC 3H58
Hamilton, Ontario, L8N 3Z5, Canada
Tel: (905) 525-9140, Ext. 22336

web: www-fhs.mcmaster.ca/oehl
e-mail: oehl@fhs.mcmaster.ca
Fax: (905) 528-8860

July 30, 1998

Ms. Nancy Wilk
Resource Environmental Associates
566 Governors Road
Dundas, Ontario
L9H 5E3

The samples were received in the laboratory on July 29, 1998. They consisted of one filter plus one blank for fibre counts. The blank value has been subtracted from the reported results.

Laboratory Sample No.	*Your Sample Identification*	*Air Volume (l)*	*Fibres/cc*
98070657	Sample 1 - Boiler Room	1222	0.007

Method: NIOSH Method 7400, a membrane filter method with modifications to comply with the Ontario regulation respecting asbestos made under the Occupational Health and Safety Act, revised July 1987

Detection Limit: 7 fibres/mm^2 [to obtain fibres per cc for individual samples, multiply by the effective collection area (855 mm^2 for 37 mm filters or 385 mm^2 for a 25 mm filter) and divide by the number of cubic centimeters (litres x 1000) of air sampled]

Analytical Precision: S_r = 0.10 to 0.25

Analyst: Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Checked: Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/mlb

AIHA ACCREDITED LABORATORY

McMaster University
Occupational and Environmental Health Laboratory

1200 Main Street West, HSC 3H58
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Tel: (905) 525-9140, Ext. 22336

web: www-fhs.mcmaster.ca/oehl
e-mail: oehl@fhs.mcmaster.ca
Fax: (905) 528-8860

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August 4, 1998

Ms. Nancy Wilk
Resource Environmental Associates
566 Governors Road
Dundas, Ontario
L9H 5E3

The samples were received in the laboratory on July 30, 1998. They consisted of two filters plus one blank for fibre counts. The blank value has been subtracted from the reported results.

Laboratory Sample No.	*Your Sample Identification*	*Air Volume (l)*	*Fibres/cc*
98070684	Room 2	1451.8	0.003
98070685	Gym	1439.6	0.012

Method: NIOSH Method 7400, a membrane filter method with modifications to comply with the Ontario regulation respecting asbestos made under the Occupational Health and Safety Act, revised July 1987

Detection Limit: 7 fibres/mm^2 [to obtain fibres per cc for individual samples, multiply by the effective collection area (855 mm^2 for 37 mm filters or 385 mm^2 for a 25 mm filter) and divide by the number of cubic centimeters (litres x 1000) of air sampled]

Analytical Precision: S_r = 0.10 to 0.25

Analyst: Nancy Clark
Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Checked: Nancy Clark
Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: Verma
Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/mlb

AIHA ACCREDITED LABORATORY

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McMaster University
Occupational and Environmental Health Laboratory

1200 Main Street West, HSC 3H58
Hamilton, Ontario, L8N 3Z5, Canada
Tel: (905) 525-9140, Ext. 22336

web: www-fhs.mcmaster.ca/oehl
e-mail: oehl@fhs.mcmaster.ca
Fax: (905) 528-8860

July 31, 1998

Ms. Nancy Wilk
Resource Environmental Associates
566 Governors Road
Dundas, Ontario
L9H 5E3

The samples were received in the laboratory on July 29, 1998. They consisted of thirteen swipe samples for asbestos identification.

Laboratory Sample No.	*Your Sample Identification*	*Asbestos Detected*	*Type of Asbestos*	*Non-asbestos Fibres*	*Percent (vol)*
98070659	Sample 1 •8" Elbow	No		cellulose MMMF* manmade fibres	Trace
98070660	Sample 2 •8" Joint Past 2nd E	No		MMMF* cellulose	Trace
98070661	Sample 3 •8" E-2	No		MMMF* cellulose manmade fibres	Trace
98070662	Sample 4 •Valve 8" Line Past 5th E	No		MMMF* cellulose manmade fibres	Trace
98070663	Sample 5 •Boiler Top	No		MMMF* manmade fibres	Trace
98070664	Sample 6 •Boiler Around 16" Fitting Gasketted Area	No		MMMF* cellulose manmade fibres	Trace
98070665	Sample 7 •Mezzanine Floor Middle Near Toe Plate	Yes	amosite	MMMF* cellulose	Trace Trace
98070666	Sample 8 •Mezz Railing	No		cellulose manmade fibres	Trace

AIHA ACCREDITED LABORATORY

Laboratory Sample No.	*Your Sample Identification*	*Asbestos Detected*	*Type of Asbestos*	*Non-asbestos Fibres*	*Percent (vol)*
98070667	Sample 9 •Elect. Housing Off S End Boiler	No		MMMF* cellulose	Trace
98070668	Sample 10 •Floor Drain, SE Corner	No		MMMF* cellulose	Trace
98070669	Sample 11 •Fl Drain W Side	Yes	chrysotile	 MMMF* cellulose manmade fibres	Trace 1 - 10 Trace
98070670	Sample 12 •2" Line into NW Wall, Above Sm. Compact	No		MMMF* cellulose	Trace
98070671	Sample 13 •2" Line SE Corner Under Elec Lines	No		cellulose manmade fibres	Trace

*MMMF (Man-Made Mineral Fibres) may include fibreglass, mineral wool, slag wool, rock wool and ceramic fibres.

Note: Swipe sampling is a qualitative method used to identify asbestos fibres in settled dust. Presence of asbestos indicates that in the past, asbestos fibres have been present in the ambient air and have settled onto the surface sampled; this method does not indicate the rate at which those fibres have settled. The results should not be used to quantitatively determine the asbestos fibre concentration and extrapolate to the settled dust around the area sampled. The microvac sampling and analysis method should be used when a quantitative method is needed for settled dust asbestos concentrations. For the determination of airborne asbestos fibre concentrations, other recognized and approved methods should be used.

Method: Dispersion Staining with Polarized Light Microscopy (PLM)
Occupational and Environmental Health Laboratory Method Number 001

Analyst: Donald S. Shaw, B.Sc., CIH, ROH
Senior Research Assistant

Checked: Lorraine Shaw, B.Sc., CIH, ROH
Laboratory Co-ordinator

Reviewed and Approved by: Dave K. Verma, Ph.D., P.Eng., CIH, ROH
Laboratory Director

/mlb

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APPENDIX E

MINISTRY OF LABOUR REPORTS

JULY 198

Ministry of Labour / Ministère du Travail de l'Ontario — Division / Division des opérations — Health and Safety / Santé et sécurité au travail

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Premise/Project Form
Formulaire d'inspection des locaux/du chantier

Date/Date D/J M/M Y/A	PPR Page No./RILC, page	P.V. No./N° de – V.R.
d21 July 98	1 of/de 3	761398

Project Name/Nom des locaux/du chantier	P/P I.D. No/NOP No./ N° d'identt. – VC/N° A.P.	Case I.D. No./N° id. du cas
Fair View Elementary School	65937	739317

Location/Emplacement des locaux/du chantier	P/P Sub type/Sous-type L/C
9 Burton St. E. Stoney Creek Ont.	Educ.

Unit/Unité	SIC Codes/Codes CIS	JHSC Status/Statut du CMSS	Work Force/Personnel	% Cpltd./% trav. finis	Bring Forward/Presenter
10		Ic 20	20		

d. de l'insp.	Requesting I.D./No d'id. du (de la) resp	Case Type/Type de cas	P.V. Type/Type de V.R.		For Office Use Only
24	678	☐ INSP/INSP ☑ INVE/ENQ ☐ CONS/CONS	Cont	☐ Close Assign/ Fermer le travail ☐ Close Case/Fermer le dossier	

Observation/Description

Special Visit -

☐ Cont'd../Suite

Issued to/Ordre donné à :

Name/Nom	I.D. No./N° d'identt.	Trade Code/Code du metier	Telephone No/Téléphone n°

Address/Adresse postale	City/Ville	Postal Code/Code postal

Organizations/Organisme: ☐ Owner/Propriétaire ☐ Supplier/Fournisseur(euse) ☐ Licensee/Titulaire d'un permis ☐ Architect, P. Eng./Architecte, ingénieur(e)

Individuals/Particuliers: ☐ Supervisor/Superviseur(e) ☐ Officer, Dir. of Corp./Dirigeant(e), admin. de la société ☐ Worker/Travailleur(euse) ☐ Other/Autre

Instructor/Instructeur(trice) ☐ Principal/Principal(e) ☐

Required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

Type Code/Code	Act/Reg/Loi/Régl. I.D./N° d'id.	Yr/Année	Sec/Art.	Sub Sec/Par.	Cl/Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le D/J M/M Y/A

☐ Cont'd./Suite

Recipient/Destinataire

Name of Recipient/Nom du (de la) destinataire présenté à (nom): Sharon Fair

Title/Titre: Supervisor

Signature/Signature:

Inspector Data/Données de l'inspecteur(trice)

Signature/Signature: Clinton Parker

Worker Representative/Representant(e) des travailleur(euse)s

Signature/Signature:

You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order or decision within 14 days and to request suspension of an order. Please direct your appeal to the Ontario Labour Relations Board by phone (416) 326-7500, by fax (416) 326-7531, or by mail: 400 University Avenue, 4th Floor, Toronto Ontario M7A 1T7. / Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) délégué(e) à la santé et à la sécurité, ainsi qu'au comité de santé et sécurité, le cas échéant. Vous avez le droit d'en appeler de toute ordonnance ou décision dans les 14 jours qui suivent et de demander une suspension de l'ordonnance. Veuillez interjeter appel auprès de la Commission des relations de travail de l'Ontario par téléphone au (416) 326-7500, par télécopieur au (416) 326-7531 ou par courrier au 400, avenue University, 4e étage, Toronto, Ontario M7A 1T7

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Ontario Ministry of Labour | Operations Division | Occupational Health and Safety

Ministère du Travail de l'Ontario | Division des opérations | Santé et sécurité au travail

Premise/Project Form – Narrative Continuation / Formulaire d'inspection des locaux/du chantier Exposé de fait (suite)

Date/Date D/J M/M Y/A	PPR Page No./RILC. page	F.V. No./N° de - V.R.
22 July 93	2 of/de 3	761397

Special Visit

Asbestos concern at School

Contact: Brenda Beer – Parent

Maureen Hopcroft – Chair (Parent) Asbestos Committee

Nancy Wilk – Consultant

Sharon Fair – Asbestos Response Team

Errin Dawson – Teacher

Steve Stirling – Plant Dept.

Mary Fujiwara – ~~Secretary~~ Secretary

Nancy E. Wilk – Resource Environmental Associates – Senior Consultant

☐ Cont'd./Suite

Recipient/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Health & Safety Representative/ Représentant(e) en santé et sécurité
Name of Recipient/ Rapport présenté à (nom) Sharon Fair		
Title/Titre Supervisor		
Signature/ Signature	Signature/ Signature	Signature/ Signature

Note: You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days. /Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre du Bureau d'arbitrage dans les 14 jours qui suivent.

Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Operations Division / Division des opérations

Occupational Health and Safety / Santé et sécurité au travail

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Premises/Project Form – Narrative Continuation / Formulaire d'inspection des locaux/du chantier Exposé de fait (suite)

Date/Date D/J M/M Y/A	PPR Page No./RILC, page	F.V. No./N° de - V.R.
02 JUL 98	3 of/de 3	761398

COMMENTS : The school board's short and long-term plans, respecting crocidolite asbestos panels in rooms, were discussed. It was agreed that the parent's group would be kept informed of specific steps and measures being taken, to abate the asbestos hazard. Copies of the consultant's report will be made available to the concerned parties, including the Ministry of Labour.

The consultant (Nancy Wilk) will evaluate the condition of panels in all rooms, and assess the proposed remedial measures (e.g. enclosure of panels behind metal sheeting). Asbestos panels in rooms 1 and 2 will be removed, and interim measures call for the enclosure of the remaining panels behind metal sheeting.

Ongoing asbestos concerns must be resolved by direct communication between the concerned parties. The Ministry will meet with Bruce Thomson, Manager of Plant, in the week of July 6/98 to discuss asbestos issues in this school.

☐ Cont'd./Suite

Recipient/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Health & Safety Representative/ Représentant(e) en santé et sécurité
Name of Recipient/ Rapport présenté à (nom) Sharon Fawn	Consultant Tbs	
Title/Titre Supervisor		
Date/ Signature _____	Signature/ Signature _____	Signature/ Signature _____

Note: You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days. /Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre du Bureau d'arbitrage dans les 14 jours qui suivent.

Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Operations Division / Division des opérations

Occupational Health and Safety / Santé et sécurité au travail

10-35

Premise/Project Form
Formulaire d'inspection des locaux/du chantier

Date/Date D/J M/M Y/A	PPR Page No./RLC, page	F.V. No./N° de - V.R.
09 July 98	1 of/de 2	761404

Name/Project Name/Nom des locaux/du chantier	P/P I.D. No/NOP No./ N° d'ident. - VC/N° A.P.	Case I.D. No./N° id. du cas
Newton Weir Elementary School	65937	739317

Location/Project Location/Emplacement des locaux/du chantier	P/P Sub type/Sous-type L/C
99 Burton St. E. Stoney Creek Ont.	Educ.

Union Unit/Unité d'action	SIC Codes/Codes CIS	JHSC Status/Statut du CMSS	Work Force/Personnel	% Cplid./% trav. fins	Bring Forward/Presenter
1410		FC90	20		

I.D./Id. de l'insp.	Requesting I.D./No d'id. du (de la) resp	Case Type/Type de cas	F.V. Type/Type de V.R.		For Office Use Only
824	673	☐ INSP/INSP ☐ INVE/ENQ ☐ CONS/CONS	Con. 1.	☐ Close Assign/ Fermer le travail ☐ Close Case/Fermer le dossier	

Narrative/Description

Spot visit - meeting with Bruce T. Rogerson - manager of Plant ... Sharon Fair ... Regulated Substances - to deal with Asbestos - concern at School.

☐ Cont'd../Suite

Order Issued to/Ordre donné à :

Destinataire	I.D. No./N° d'ident.	Trade Code/Code du métier	Telephone No/Téléphone n°

Mailing Address/Adresse postale	City/Ville	Postal Code/Code postal

Organizations/Organisme

Individuals/Particuliers

Constructor/ Constructeur(trice)	☐	Owner/ Propriétaire	☐	Supplier/ Fournisseur(euse)	☐	Supervisor/ Superviseur(e)	☐ Officer, Dir. of Corp./ Dirigeant(e), admin. de la société
Employer/ Employeur(euse)	☐	Licensee/ Titulaire d'un permis	☐	Architect, P. Eng./ Architecte, ingénieur(e)	☐	Worker/ Travailleur(euse)	☐ Other/Autre

The employer is required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

Order No./N° de l'ordre	Type Code/Code	Act/Reg/Loi/Regl. Code I.D./N° d'id.	Yr/ Année	Sec/ Art.	Sub Sec/ Par.	Cl/ Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le D/J	M/M	Y/A
							☐ Cont'd./Suite			

Recipient/Destinataire

Name of Recipient/ Nom de la personne présente à (nom) [signature]

Title/Titre Mgr. of Plant.

Signature/Signature Bruce Thomson

Inspector Data/Données de l'inspecteur(trice)

Signature/Signature [signature]

Worker Representative/Representant(e) des travailleur(euse)s

Signature/Signature

You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order or decision within 14 days and to request suspension of an order. Please direct your appeal to the Ontario Labour Relations Board by phone (416) 326-7500, by fax (416) 326-7531, or by mail: 400 University Avenue, 4th Floor, Toronto Ontario M7A 1T7. / Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) délégué(e) à la santé et à la sécurité, ainsi qu'au comité de santé et sécurité, le cas échéant. Vous avez le droit d'en appeler de toute ordonnance ou décision dans les 14 jours qui suivent et de demander une suspension de l'ordonnance. Veuillez interjeter appel auprès de la Commission des relations de travail de l'Ontario par téléphone au (416) 326-7500, par télécopieur au (416) 326-7531 ou par courrier au 400, avenue University, 4e étage, Toronto, Ontario M7A 1T7

Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Operations Division / Division des opérations

Occupational Health and Safety / Santé et sécurité au travail

10-36

Premise/Project Form – Narrative Continuation / Formulaire d'inspection des locaux/du chantier Exposé de fait (suite)

Date/Date D/J M/M Y/A	PPR Page No./R.L.C. page	F.V. No./N° de – V.R.
01 9 July 95	2 of/de 2	76404

Special Visit

Purpose: To address Asbestos concern at monsteri View Elementary School - Stoney Creek - with Bruce Thomson - Plant manager - & Sharon Fair -

Contact: Bruce Thomson
Plant manager.
Sharon Fair
Supervisor Regulated Substances

Equipment: Three Tho -
MOL - Hygienist

Issues: MOL intent to assist in resolving Asbestos concern.
Received copy of School board's abatement program (approved) for this school. Discussed requirement to comply with asbestos inventories for Ancaster High School & other locations, by dates in the Board-wide order.

☐ Cont'd./Suite

Client/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Health & Safety Representative/ Représentant(e) en santé et sécurité
Name of Recipient/ Nom du destinataire présenté à (nom) BLAKE THOMSON	Signature/ Signature	Signature/ Signature
Title/Titre Head of Plant.		
Signature/ Signature		

You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days./Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre du Bureau d'arbitrage dans les 14 jours qui suivent.

Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Operations Division / Division des opérations

Occupational Health and Safety / Santé et sécurité au travail

10-37

Premise/Project Form
Formulaire d'inspection des locaux/du chantier

Date/Date DD/JJ MM/MM YY/AA	PPR Page No./Rapport page	P.V. No./Nº de - V.R.
14/10/1998	1 of/de 1	796377

Name/Project Name/Nom des locaux/du chantier	P/P I.D. No/NOP No./ Nº d'ident. - I/C/Nº A.P.	Case I.D. No./Nº id. du cas
Hamilton-Wentworth District School Board.		796377

Location/Project Location/Emplacement des locaux/du chantier	P/P Sub type/Sous-type I/C
55 Macassa Avenue, Hamilton.	

Section Unit/Unité section	SIC Codes/Codes CIS	JHSC Status/Statut du CMSS	Work Force/Personnel	% Collid./% trav. lors	Bring Forward/Présenter

I.D./Id. de l'insp.	Requesting I.D./No d'id. du (de la) resp	Case Type/Type de cas	F.V. Type/Type de V.R.	Close Assgnt/ Fermer le travail	For Office Use Only
69		☐ INSP/INSP ☐ INVE/ENQ ☑ CONS/CONS MGMC	INIT.	☐ Close Case/Fermer le dossier	

Narrative/Description

Visit was made to this location as a management consultation to review the Board's progress with the asbestos management program with the Wentworth Schools.

Progress at Mountainview School was also specifically discussed. A copy of the Asbestos management Program, letter dated July 22/98 and Mountainview Asbestos Inventory was obtained.

☐ Cont'd../Suite

Order issued to/Ordre donné à :

Name/Nom	I.D. No./Nº d'ident.	Trade Code/Code du metier	Telephone No/Téléphone nº

Mailing Address/Adresse postale	City/Ville	Postal Code/Code postal

Organizations/Organisme

Constructor/Constructeur(trice) ☐ Owner/Propriétaire ☐ Supplier/Fournisseur(euse)

Employer/Employeur(euse) ☐ Licensee/Titulaire d'un permis ☐ Architect, P. Eng./Architecte, ingenieur(e)

Individuals/Particuliers

☐ Supervisor/Superviseur(e) ☐ Officer, Dir. of Corp./Dirigeant(e), admin. de la société

☐ Worker/Travailleur(euse) ☐ Other/Autre

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

Order/Nº ordre	Type Code/Code	Act/Reg/Loi/Règl. I.D./Nº d'Id.	Act/Reg/Loi/Règl. Yr/Année	Sec/Art.	Sub Sec/Par.	Cl/Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le D/J M/M Y/A
							discussed. A copy of the Asbestos management Program, letter dated July 22/98 and Mountainview Asbestos Inventory was obtained.	

☐ Cont'd./Suite

Recipient/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Worker Representative/Representant(e) des travailleur(euse)s
Name of Recipient/Nom du (de la) récipiendaire présent(e) à (nom): Sharon Farr	Kim Oliver 1800 263 6906.	
Title/Titre: Supervisor, Regulated Substances		
Signature/Signature: Sharon Farr	Signature/Signature: K Oliver	Signature/Signature:

Note: You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order or decision within 14 days and to request suspension of an order. Please direct your appeal to the Ontario Labour Relations Board by phone (416) 326-7500, by fax (416) 326-7531, or by mail: 400 University Avenue, 4th Floor, Toronto Ontario M7A 1T7. / Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) délégué(e) à la santé et à la sécurité, ainsi qu'au comité de santé et sécurité, le cas échéant. Vous avez le droit d'en appeler de toute ordonnance ou décision dans les 14 jours qui suivent et de demander une suspension de l'ordonnance. Veuillez interjeter appel auprès de la Commission des relations de travail de l'Ontario par téléphone au (416) 326-7500, par télécopieur au (416) 326-7531 ou par courrier au 400, avenue University, 4e étage, Toronto, Ontario M7A 1T7

Client Copy / copie du (de la) client(e)

Ontario Ministry of Labour / Ministère du Travail de l'Ontario — Operations Division / Division des opérations — Occupational Health and Safety / Santé et sécurité au travail

10-38

Premise/Project Form
Formulaire d'inspection des locaux/du chantier

Date/Date D/J M/M Y/A	PPR Page No./RLC, page	F.V. No./N° de – V.R.
31 JUL 98	1 of/de 2	798204

Project Name/Nom des locaux/du chantier	P/P I.D. No/NOP No./ N° d'ident. – I/C/N° A.P.	Case I.D. No./N° id. du cas
Fountain View Elementary School	65937	739317

Project Location/Emplacement des locaux/du chantier	P/P Sub type/Sous-type I/C
79 Barton St. East, Stoney Creek ON L8E 2K7	EDUC

Union Unit/Unité syndicale	SIC Codes/Codes CIS	JHSC Status/Statut du CMSS	Work Force/Personnel	% Cplted./% trav. finis	Bring Forward/Présenter
		JC50	20		

Insp. Id. de l'insp.	Requesting I.D./No d'id. du (de la) resp	Case Type/Type de cas	F.V. Type/Type de V.R.		For Office Use Only
678		☐ INSP/INSP ☒ INVE/ENQ ☐ CONS/CONS	CONT	☐ Close Assign/ Fermer le travail ☐ Close Case/Fermer le dossier	

Initiative/Description Visit made to review progress with cleanup of gym and boiler room, and to lift stop work orders if conditions are acceptable.

☑ Cont'd../Suite

Issued to/Ordre donné à :

Name/Nom	I.D. No./N° d'ident.	Trade Code/Code du métier	Telephone No/Téléphone n°

Address/Adresse postale	City/Ville	Postal Code/Code postal

Organizations/Organisme — Individuals/Particuliers

Constructor/ Constructeur(trice)	☐ Owner/ Propriétaire	☐ Supplier/ Fournisseur(euse)	☐ Supervisor/ Superviseur(e)	☐ Officer, Dir. of Corp./ Dirigeant(e), admin. de la société	
Employer/ Employeur(euse)	☐ Licensee/ Titulaire d'un permis	☐ Architect, P. Eng./ Architecte, ingénieur(e)	☐ Worker/ Travailleur(euse)	☐ Other/Autre	

required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessuillez vous reporter aux codes figurant au verso de la présente formule.)

Type Code/Code	Act/Reg/Loi/Règl. Code I.D./N° d'id.	Yr/ Année	Sec/ Art.	Sub Sec/ Par.	Cl/ Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le D/J M/M Y/A
						CONTACTS.	
						Nancy Wilk, Consultant	
						Sharon Fair, Supv., Reg. Subst.	
						Geoff Thompson } worker	
						Jackie Robinson } reps. (CUPE)	

☐ Cont'd./Suite

Recipient/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Worker Representative/Representant(e) des travailleur(euse)s
Name (Print)/Recipient (nom) Sharon Fair Supv., Reg. Subst.	SHREEKANT JHA (#678)	Geoff Thompson Jackie Robinson
Signature/Signature Sharon Fair	Signature/Signature	Signature/Signature CUPE

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Ontario Ministry of Labour / Ministère du Travail de l'Ontario

Operations Division / Division des opérations

Occupational Health and Safety / Santé et sécurité au travail

10-39

Premises Inspection Form – Narrative Continuation / Formulaire d'inspection des lieux/du chantier Exposé de fait (suite)

Date/Date D/J M/M Y/A	PPR Page No./R.L.C. page	F.V. No./N° de – V.R.
30 JUL 98	2 of/de 2	798204

COMMENTS : (1) Air sampling (aggressive) results in boiler room enclosure and gym (after enclosure was taken down) are acceptable, below the 0.05 fibre/cc criterion used by the consultant, Nancy Wilk. At the time of this visit, swipe sample results from the boiler room were unavailable (still being analysed by McMaster O.H. Lab.).

(2) Orders #001 and #002 (stop work orders) and #003 (order for asbestos cleanup and remediation) in F.V. report 739319 dated May 5/1998, are hereby lifted and considered complied with subject to:

(a) boiler room swipe sample results being acceptable, and further cleanup to be done if samples show detectable asbestos;

(b) boiler room to be taped off with asbestos warning sign in place, till sample results are acceptable;

and (c) caulking to be done in gym around fire detection and light fixtures, and entrance to crawl space in boiler room to have plastic sheeting over it.

☐ Cont'd./Suite

Recipient/Destinataire	Inspector Data/Données de l'inspecteur(trice)	Health & Safety Representative/ Représentant(e) en santé et sécurité
Name of Recipient/ Nom du destinataire présenté à (nom): Sharon Fair		Geoff Thompson, Jackie Robinson
Title:		
Signature: Sharon Fair	Signature:	Signature: CUPE

You are required under the *Occupational Health and Safety Act* to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days./Remarque : En vertu de la *Loi sur la santé et la sécurité au travail*, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre du Bureau d'arbitrage dans les 14 jours qui suivent.

Client Copy / copie du (de la) client(e)

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

155 Macassa Avenue
Hamilton, Ontario
L8V-2B5

Phone 521-2513
Fax 574-3297

SEP 8 1998

10-40

September 03, 1998

Kim Oliver
Hygience Consultant
Ministry of Labour
1 Jarvis Street
Hamilton, Ontario
L8R 1J2

Dear Kim Oliver

Please find list of schools which have received their asbestos inventory as of September 1, 1998.

Sheffield
Mount Albion
Memorial
Greensville
Tapleytown
Mountainview
Dr. John Seaton
Green Acres
Yorkview
Flamborough Centre
Jerseyville
Ancaster High

As soon as sample results are back for Bellmoore, Bellstone, Parkwood and Mount Hope schools, these reports will be ready. Together with Ancaster Senior, this will complete 17 reports. If you have any questions and/or concerns, please do not hesitate to contact me at 521-2513

Respectfully

Sharon Fair

Sharon Fair

cc: Tony Cupido - Superintendent of Plant Services
Bruce Thompson
Bill Urie - Co-ordinator, Occupational Health & Safety
JHSC

11

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: **1998-1999 Renewal of Schools Copyright Licenses**

Recommended Action:

Moved by: _____

That the following report regarding the 1998-1999 renewal of schools copyright licenses be received for information purpose.

Rationale:

The Ontario Public School Boards' Association (OPSBA) has successfully negotiated an agreement for all district school boards with the Canadian Copyright Licensing Agency (Cancopy). There will no increase in the fees from the 1997/98 school year. A copy of the "Copying License for School Boards" is attached for your information as well as the Key Features of the Copyright Licensing for 1998-1999.

Don.

DG/GdeJ
1998-08-25

attach.

C:\MyFiles\BusComm98\cancopy.wpd

11-1

JUL 27 1998
OFFICE OF THE DIRECTOR OF EDUCATION

Memorandum

DATE: July 21, 1998

TO: Allan Greenleaf, Director, Hamilton-Wentworth District School Board

FROM: Association franco-ontarienne des conseils scolaires de l'Ontario, Association des conseillères et conseillers des écoles publiques de l'Ontario, CANCOPY, Ontario Catholic School Trustees' Association, and Ontario Public School Boards Association

RE: Renewal of Schools Copyright Licences

Copyright licensing for Ontario schools expired on June 30. Once again this year, CANCOPY and Association representatives have worked together to ensure easy and timely documentation of continued licensing for Ontario schools. Please find enclosed three copies of the licence approved for your board.

The licence has been written to grant equivalent access to published materials as was enjoyed by Ontario schools in 1997-1998. Brief, plain language explanatory information for teachers and board staff will be available from CANCOPY shortly.

Again this year, the fee payable under the licences is $2.00 per full-time-equivalent student, plus applicable taxes. Payment of half of the total fee falls due 60 days after issue of the licence. Payment of the balance is then deferred until August 1999.

Given that 1997-1998 licensing expired on June 30, it is important that boards respond quickly. Those wishing to secure copying rights for their schools should sign and return all three copies of the licence to CANCOPY as soon as they are able. (We will return one counter-signed copy for your files.) Boards opting not to participate must decide this promptly and notify CANCOPY and their Association. Unlicensed boards are strongly advised to take effective steps to ensure full copyright compliance at all facilities.

The Ontario school system has enjoyed the benefits of a copyright licence since 1991. In taking up licensing again this year, Ontario schools will enjoy the same access to important learning resources as their counterparts in other Canadian provinces and abroad.

11-2

Copying Licence for School B

Licence made in triplicate between the Canadian Copyright Licensing Agency (CANCOPY), a federally incorporated company, and:

District School Board or School Authority

Hamilton-Wentworth District School Board *(Licensee)*

Address *P.O. Box 2558*
100 Main St. W.
Hamilton, ON L8N 3L1

Period of licence from *July 1, 1998* *to* *June 30, 1999*

Date of issue

The Fee: *$2.14 x FTE enrolment (GST inclusive)*

This licence will be interpreted strictly in accordance with its terms and conditions. For the purposes of Fee calculation, FTE is the number of full-time-equivalent students reported to the Minister of Education and Training as at October 31, 1998. One half of the Fee is payable 60 days after the date of issue and the balance on or by August 31, 1999. If FTE is not known at the time of the initial payment, that payment shall be based on the Licensee's best estimate of FTE, and the amount of the final payment shall be adjusted upwards or downwards, as appropriate, to account for any underpayment or overpayment. Late payments are subject to interest calculated at the prime rate of the Bank of Nova Scotia (as it exists from time to time) plus 1 per cent per annum, compounded monthly. The Fee has been assessed by reference to sampling conducted during the 1996-1997 school year and is based on a tariff of 3 cents for each copied page plus applicable taxes.

In consideration of payment in accordance with the fee above, CANCOPY authorizes copying by the Licensee under the terms and conditions printed below and overleaf.

This licence authorizes the Licensee and those employed or authorized by the Licensee, including staff and students of schools under its jurisdiction, to copy extracts of published works in CANCOPY'S repertoire subject to the following:

- The copying is for purposes within the educational mandate of the Licensee, including copying done in the course of testing and examinations, done without motive of gain, and does not substitute for published works that would reasonably be expected to be purchased.
- There shall be no copying under this licence outside its terms and conditions, including the copying of works on the List of Excluded Categories and Excluded Works, which forms part of this licence.
- Copies shall, where practicable, include a credit to the author, artist and illustrator and the source on at least one page.

This licence is not intended to restrict copying which is otherwise legally permitted.

This licence is valid when it is signed by both parties and only while the Licensee complies with its terms and conditions.

Signed: D Grant (for the Licensee)

(for CANCOPY)

Terms and Conditions

1. In this licence, the following meanings apply:
(a) Anthology: means copies from more than one publication compiled into a collection of those works (whether or not such collection also includes any original teacher-generated content, material from unpublished works or other types of material not covered by this licence), and bound (including shrink-wrap packaging) or assembled in a substantially permanent manner.
(b) Copying: any copying by reprographic process, which includes facsimile reproduction by photocopying and xerography; duplicating (from a stencil); copying onto microfilm (including microform and microfiche); copying, including transcription or drawing, onto acetate or other material for an overhead or slide projection; and for the sole purposes of making paper copies, typing or word processing without adaptation, reproduction by a copier (such as a Xerox Docutech or Kodak 1500 Series) that makes intermediate digital copies in order to make paper copies, and facsimile transmission.
(c) A copy: a single facsimile copy of an extract from a published printed work made onto paper except as permitted under (b).
(d) Excluded Categories and Excluded Works: those categories of work or those countries of publication and individual works excluded from this licence and specified on the List of Excluded Categories and Excluded Works which forms part of this licence.
(e) The licence: the non-exclusive right, subject to the terms and conditions set out below and overleaf, to make single or multiple copies from published works in print form in which copyright subsists.
(f) Repertoire: those published works in print form published in Canada by rightsholders that are members of CANCOPY or in or outside Canada in instances where there is an agreement between CANCOPY and another reproduction rights organization representing rightsholders in respect of the collective administration of copyright.

2. The Licensee if required shall co-operate and participate in sampling to assist in monitoring the operation of the licence, including assessment of copying volume, and to allow calculation of fees payable by CANCOPY to rightsholders. No such sampling shall be conducted by CANCOPY except in accordance with a protocol or protocols endorsed by l'Association des Conseillères et Conseillers des Écoles Publiques de l'Ontario, l'Association Franco-Ontarienne des Conseils Scolaires de l'Ontario, Ontario Public School Boards' Association and Ontario Catholic School Trustees' Association, such endorsement not to be unreasonably withheld or delayed. For clarity, in the event that such endorsement is unreasonably withheld or delayed, the Licensee agrees to co-operate and participate in sampling conducted in accordance to any reasonable protocol established by CANCOPY. The Licensee shall make reasonable efforts to ensure that teachers and other staff at any facility selected for sampling co-operate fully with CANCOPY. None of the information obtained in sampling will be used directly or indirectly in relation to any claim of copyright infringement or for breach of any other right during or after the licence period.

3. The Licensee shall co-operate with and assist CANCOPY in such ways as may reasonably be required in addressing concerns about copying practices of the Licensee or at any of its schools.

4. This licence does not authorize copying of individual works or categories of work on the List of Excluded Categories and Excluded Works.

5. No copy or copies together shall exceed 10% of any work by any person or for any course in any school year, or
(a) a whole chapter of a book containing a single work if the chapter is less than 20% of the book;
(b) a whole single short story, play, essay, article, poem or reproduction of an artistic work from a publication containing other works;
(c) a whole newspaper article or page; and
(d) a whole entry from an encyclopaedia, dictionary or similar reference work
whichever is greater.

6. With specific written confirmation from CANCOPY, this licence also authorizes
(a) copying of up to the whole of a rare or fragile published work which is out-of-print to prevent deterioration of a library copy;

(b) as much copying as required to replace damaged or missing pages from a copy of a published work which is out of print and no longer available for purchase in any edition; and
(c) the making of a single copy of an entire published work which is out of print in all editions and lost from a library collection.

7. Copies shall, where practicable, include a credit to the author, artist and illustrator and the source on at least one page.

8. The number of copies made of any one item for instructional purposes shall not exceed the number of students plus two instructor copies for any course in any school year. Subject to the limitations in clause 6 above, as many copies as reasonably required may be made for administrative purposes and library reference or loan.

9. Copies made under this licence shall not be bound or otherwise packaged or assembled into anthologies.

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List of Excluded Categories and Excluded Works
(School Boards)

Excluded Categories

The Copying Licence for School Boards does not apply to the following:

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(c) w[illegible]oks, work cards, assignment sheets, tests and examination papers, and any other similar materials;
(d) all works published by Her Majesty the Queen in Right of Canada or any province, or territory other than the Province of Quebec;
(e) software manuals and commercial newsletters;
(f) teachers' manuals and instruction guides;
(g) originals of artistic works including photographs or prints;
(h) for the purposes of copying onto acetate or other material for a slide projection, where a slide is available for purchase from the artist, printed copies of any artistic work by living artists;
(i) photographic negatives or other transparencies (positives), mounted or unmounted
(j) musical works in print form; and
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Publisher	Imprint/Author
Anbar Publications	
Apocrypha Corporation	All works by WF (Frank) Westcott
Educational Technology Publications, Inc.	
Gage Educational Publishing Company	Language Power Series
Gordon V. Thompson Mu[illegible]	Canada Is Series
Harcourt Brace & Company, Canada	Harcourt Brace Canadian Dictionary for Students
Hurtubise HMH	Accès; Bescherelle; Code 001et 002; Compétences transférables Plus; Discours et Communication; Face à l'épreuve; Initiation au maquillage; Introduction à la sociologie génerale; Littérature québécoise; Littérature Textes et methodes; Plus; Prior Learning Assessment; Reconnaissance des acquis; Texto; Transferable Skills Plus; Un, deux, trois J'ai lu
Individualized Training Technology	
Marcel Didier	1, 2, 3 Au jeu; Alternatives; Des chanso[illegible] québécoises sans frontiéres; Even More Alternatives; Ficelle; Giocando S'impara; Let's Find Out 1, 2 and 3; Let's Play; More Alternatives; Via; Wow! 1, 2, and 3
McGraw-Hill Ryerson Ltd	All titles published under "Primis" service Pliniuseen, "Introduction to Canadian Business"
Modulo Éditeur Inc.	
New Star Books Ltd.	All works by Rolf Knight
Septembre	
Stoffman, Daniel	
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Copyright Licensing
Key Features for 1998-1999

General Comment

The 1998-1999 Copying Licence for School Boards has been made possible with the support of the Association franco-ontarienne des conseils scolaires de l'Ontario, Association des conseillères et conseillers des écoles publiques de l'Ontario, Ontario Catholic School Trustees' Association, and Ontario Public School Boards Association. The licence has been designed to grant the same easy access to copyright clearance that schools and boards have enjoyed to date. Drafters have endeavoured to create a short, plain language document that will be accessible to school board staff.

It is important for boards to understand that, in signing the licence, they do undertake a number of important obligations.

Payment and Fees

Total fees have been held at $2.00 per student plus GST. As in 1997-1998, 50 per cent is payable 60 days after issue of the licence by CANCOPY, and the balance falls due 60 days after expiry, on or by August 31, 1999.

Who is Covered

As before, all board staff and all teachers and students are covered, as long as the copying is done within the guidelines and in support of educational purposes as defined under the *Education Act*.

Obligation to Inform and Ensure Compliance

Boards are obliged to inform all persons authorized to copy of the terms and conditions of the licence. The licence specifically requires that information about the licence be posted adjacent to every photocopier on school or board premises. With input from the Associations, CANCOPY will compose up-to-date information pieces to assist boards in this. (A necessary and important corollary will be for boards to issue clear instructions requiring the removal of all outdated information.)

Boards must also take steps to ensure compliance. This includes ensuring that the board will be made aware promptly of any claim relating to copying done under its licence, and then notifying and assisting CANCOPY as required under the licence.

Sampling

Sampling continues to be a vital component of the licences. Sampling is how CANCOPY is able to return the licensing fees to creators and publishers whose materials are copied. Once again, CANCOPY and the Associations will work together to devise a protocol that will set the parameters for this important work. School boards are contractually obliged to ensure the full participation of any school and board staff involved in sampling.

Over

Assembly of Copies

Please note, copies made under the licence may not be incorporated into anthologies or course packs, whether bound or otherwise assembled. This is because, used in this way, copies can function very much like original resources and substitute for purchase. Boards or schools wishing to produce course packs should contact Laura Davison at CANCOPY at (416) 868-1694 or 1-800-893-5777 extension 232.

Updates to the List of Excluded Categories and Works

Again this year, the List of Excluded Categories and Works has been updated. Changes to the list are:

* works published by the government of the Province of Quebec are now included under the licence, and may be copied within its terms and conditions
* the licence has been expanded to include permission to copy works published in Italy
* Chemical Abstracts Service, published by the American Chemical Society, is no longer excluded, and has been removed from the list of excluded works
* the following works are newly excluded from the licence, and may not be copied:
    * Harcourt Brace Canadian Dictionary for Students
    * Accès; Bescherelle; Code 001 et 002; Compétences transférables Plus; Discours et Communication; Face à l'épreuve; Initiation au maquillage; Introduction à la sociologie génerale; Littérature québécoise; Littérature Textes et methodes; Plus; Prior Learning Assessment; Reconnaissance des acquis; Texto; Transferable Skills Plus; Un, deux, trois J'ai lu (*all published by Hurtubise HMH*)
    * 1, 2, 3 Au jeu; Alternatives; Des chansons québécoises sans frontiéres; Even More Alternatives; Ficelle; Giocando S'impara; Let's Find Out 1, 2 and 3; Let's Play; More Alternatives; Via; Wow! 1, 2, and 3 (*all published by Marcel Didier*)

These changes are outlined now for your information. They will all be reflected in the new information pieces for schools to be supplied by CANCOPY.

This list is provided for general information purposes only, and may not encapsulate all the terms and conditions of the Copying Licence for School Boards. Teachers and board personnel should not hesitate to contact CANCOPY with questions at 1-800-893-5777 or locally (416) 868-1620.

12

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: **Education Development Charges**

Recommended Action:

Moved by: _____

That the Education Development Charges Reports dated June 30 and July 31, 1998 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the months of June and July 1998. Section 257.103(4) of Bill 160 prescribes that a by-law of an old board will expire no later than March 31, 1999. Application of E.D.C. monies may be limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

DG/GdeJ
1998-09-03

attach.

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JUNE 30, 1998

RESIDENTIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,292,422.10	$504,785.49	$1,797,207.59
	CURRENT MONTH			
B.	Collections:			
	Ancaster	30,219.79	0.00	30,219.79
	Dundas	37,964.73	17,200.00	55,164.73
	Flamborough	11,344.27	3,440.00	14,784.27
	Glanbrook	16,638.27	7,568.00	24,206.27
	Stoney Creek	3,842.93	3,784.00	7,626.93
C.	Interest	4,758.79	1,858.65	6,617.44
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,397,190.88	$538,636.14	$1,935,827.02

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JUNE 30, 1998

COMMERCIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$594,594.45	$230,175.04	$824,769.49
	CURRENT MONTH			
B.	Collections:			
	Ancaster	37,119.50	0.00	37,119.50
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	1,125.00	1,125.00
	Glanbrook	29.77	13.50	43.27
	Stoney Creek	0.00	4,320.00	4,320.00
C.	Interest	1,719.24	665.54	2,384.78
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$633,462.96	$236,299.08	$869,762.04

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JULY 31, 1998

RESIDENTIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,397,190.88	$538,636.14	$1,935,827.02
	CURRENT MONTH			
B.	Collections:			
	Ancaster	28,295.75	30,272.00	58,567.75
	Dundas	6,806.57	688.00	7,494.57
	Flamborough	18,907.12	8,600.00	27,507.12
	Glanbrook	6,050.27	2,752.00	8,802.27
	Stoney Creek	73,359.50	27,864.00	101,223.50
C.	Interest	5,005.15	1,929.55	6,934.70
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,535,615.24	$610,741.69	$2,146,356.93

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JULY 31, 1998

COMMERCIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$633,462.96	$236,299.08	$869,762.04
	CURRENT MONTH			
B.	Collections:			
	Ancaster	1,687.25	1,035.00	2,722.25
	Dundas	0.00	0.00	0.00
	Flamborough	2,233.12	1,012.00	3,245.12
	Glanbrook	297.75	135.00	432.75
	Stoney Creek	9,511.12	4,028.85	13,539.97
C.	Interest	2,290.27	854.34	3,144.61
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$649,482.47	$243,364.27	$892,846.74

MEMORANDUM

TO: Trustees
FROM: The Director of Education
RE: **School Trips**

Recommended Action:

It was moved by _____ that the following trip requests be approved:

a) Grade 6 –Norwood Park School, Environmental Studies – Camp Wanakita, Haliburton, Ontario from September 29-October 2, 1998, inclusive.

Rationale:
As per policy.

September 10/98
/rt

MINUTES OF THE BUSINESS COMMITTEE
September 10, 1998

Those present: Lillian Orban, (Chair), Heather Bullock, Wes Hicks, Laura Peddle (arrived 6:40 p.m.), Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East), A. Cupido (Superintendent of Plant Services) and Ken Waters (Superintendent of Education - Secondary West).

Also in attendance:
D. Sage, Manager of Accommodation and Planning
Lucy Veerman (Budget Manager)

The Chair called the meeting to order at 6:30 p.m.

2. Approval of the Minutes – June 11 and June 25, 1998

It was moved by W. Hicks: That the minutes of June 11 and June 25, 1998 be approved as distributed.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

Added Item at the request of Trustee Woodworth – 13.(a) Flamborough Property

It was moved by H. Bullock: That the agenda be approved as amended.
CARRIED.

L. Peddle arrived.

ACTION ITEMS:

5. Transportation Contracts

D. Grant advised that the transportation contracts have been renegotiated with the understanding they are subject to board approval. D. Sage provided an overview of the report. There is no increase to the carriers in terms of rates and a flat rate throughout region has resulted in $300,000 budget savings.

It was moved by H. Bullock: That the Superintendent of Business and Treasurer be authorized to approve the Transportation Contracts for the 1998/99 school year.

The following issues were clarified:

- This contract is for a one-year period, renewal subject to board approval. OMB approval of contracts will not be required since it is within the term of the Board.
- An overall base rate was established and is equitable between carriers. In order to compensate for longer runs, an additional kilometre charge was negotiated. Route distribution was based on the carrier's percentage of business last year; however, the number of routes could change.
- At the present time, there are no triple runs as no adjustments have been made to bell times. Triple runs were acknowledged as the 'ultimate' efficiency and will be considered.

Debate centred on the Terms of Reference and concerns that they do not identify carriers as being responsible for any special training for drivers, nor are expectations outlined for driver and student behaviour. D. Sage advised the carriers understand they are expected to train drivers to meet the needs of the students. Within the Operating Guidelines package presented at the June meeting, there is a Code of Conduct section for both driver and students.

To avoid any possibility of changing the terms and conditions of the contract, D. Grant agreed to incorporate these concerns into a letter to carriers following board approval of the contracts.

In response to calls trustees are receiving about the bus routes and timing, D. Sage pointed out a number of reasons that impact on the initial duration of bus routes. They include: new drivers, inexperience with new routes or stops, address changes and new students added to routes. He anticipates concerns will dissipate greatly over the next couple of weeks.

Further questions clarified the following issues:

- Principals are responsible for discipline on the bus. Each incident would be dealt with by the principal based on the School's Code of Conduct and on the seriousness of the misconduct.
- In the event students misbehave, drivers have the authority to return to school with all students; however, actual removal of a student from the bus is done in conjunction with the principal. It was noted that transportation is a privilege and can be removed to curb inappropriate behaviour.
- In the event that schools are closed, carriers will be paid the percentages as outlined in Clauses 1, 2 and 5 **only** if the board receives and retains transportation funding from the province.

The Chair congratulated staff on the contract negotiations and $300,000 saving.

To the motion, CARRIED.

6. School Budget Net Surplus Carryforward

D. Grant presented the report and explained the rationale.

> **It was moved by H. Bullock: That at the end of each fiscal year the net school budget surplus (deficit) be transferred to working reserves and withdrawn in the following year for purposes of school budgets.**
> **CARRIED.**

7. Software Surplus Carryforward

Stating the necessary decisions had not been made to spend this money during the stub year, D. Grant advocated this process to allow the funds to be utilized in 1998-1999 school year for S.I.S. and E.I.S.

> **It was moved by H. Bullock: That the 1998 stub year systems software account surplus in the amount of $100,000 or less be transferred to working reserves and utilized for 1998/99 requirements.**
> **CARRIED.**

8. Employee Expense Policy/Mileage Rate

Citing disparities between the former County and City practices, E. Johnstone raised this issue for resolution, particularly relative to the mileage rates (36 cents versus 30 cents).

> **It was moved by R. Woodworth: That the Employee Expense Policy/Mileage rate be referred to the senior officials.**
> **CARRIED.**

9. Licence Agreement with Stoney Creek Rugby Association

K. Waters presented the report.

One trustee noted that a major concern was not addressed in the legal interpretation i.e., setting a precedent wherein associations develop an agreement with individual schools to upgrade facilities in exchange for use of the facility.

K. Waters indicated he was unaware of the discussion and instructions the former Director A. Greenleaf had with legal counsel in requesting the interpretation.

The trustee then recalled that when this issue was first addressed, it was understood that it would be considered by the transition team committee as part of the overall picture of renting facilities.

D. Grant acknowledged this concerns falls within the issue of community use of schools. An approved general policy statement has been developed and referred to J.A.C. A second phase of the work regarding community use of schools is to develop an operating protocol. However, the committee has not been struck to date.

The member suggested that the facility be rented to the association for a reasonable sum on an interim basis for one year. Otherwise, their investment in upgrading the facility could make it difficult to draw closure to this arrangement, should that be necessary.

> It was moved by W. Hicks: That prior to the Board meeting on September 24th, officials briefly review any existing policies and either draft a policy or set a fair fee and proceed with the rental.

The Chair clarified the intent of the motion was to rent on a short-term basis, until a policy is established.

Noting there was a signed agreement, one trustee offered it may now be difficult to charge the association rent. The practicality of the motion was questioned.

K. Waters confirmed that an agreement, under which the rugby association will install a sprinkler system valued at ($20,000), had been signed between the association and the school principal. He wondered about the difficulty of charging rent to an organization that had signed an agreement in good faith. Although not sure, he thought the contract period was for one year.

One trustee commented this agreement could be considered as entrepreneurial rather than a rental and that upgraded facilities or something in kind with no cash exchanged means the government cannot take funds back. This may set a direction for what other schools may want to do. He viewed this direction as a partnership rather than corporate funding.

The member suggested that the rental could be as little as $1.00, which would provide officials the opportunity to establish a consistent policy. Another member agreed, suggesting officials should review the issue and avoid setting a precedent.

To the motion, LOST.

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the Licence between Saltfleet District High School and the Stoney Creek and District Rugby Association.
CARRIED.

10. Asbestos Update

A. Cupido provided an update.

- Pertaining to Mountain View School, he indicated the Resource Environmental Associates' (R.E.A.) report concludes the school is safe for occupancy, but recommends a monitoring plan be put into place. A meeting will be held at the school in next few weeks with officials and parents to formally draft a satisfactory plan. The remaining rooms need to be remediated and it is anticipated this will occur next summer.
- The auditing and inventory of 31 remaining County schools continues on schedule and may be completed earlier than the target date of February, 1999.
- Some staff have expressed concern about Highland Secondary. The school has been reviewed thoroughly and is safe. There are some conditions relative to the return air plant that must be done and the air handling system in that part of school will remain off (mainly corridors). The Ministry of Labour is satisfied with this approach
- He met with architect today to review and finalize tender documents for Ancaster Senior. The tenders, recommendations and costing for this work will be presented at the October 8th Business Committee meeting.

Responding to questions put forth by the members, A. Cupido advised

- Relative to whether Green Acres and R L Hyslop Schools were cleaned up, A Cupido will confirm and respond to J. Dewar. He believed the R. L. Hyslop was submitted as part of the Green Acre submission to the Ministry.
- School listed on page 10-40 may have minor repairs to complete, but pose no risk.
- Filters will not be installed on the air plenum at Highland Secondary. While A. Cupido indicated he did not believe that monitoring is necessary, interim monitoring may happen.

- All principals have received written instructions not to proceed with any minor repairs, i.e., wiring. This issue will be re-emphasized at the next principals' meeting and protocols for expedient action (from the Plant Services Department) will be discussed.
- While the R.E.A. report lays the foundation for a monthly monitoring plan at Mountain View School, a more aggressive monitoring process may be suggested at the school meeting with parents.

It was moved by R. Woodworth: That the Asbestos Update be received for information.
CARRIED.

The Chair thanked A. Cupido for the report.

11. 1998-1999 Renewal of Schools Copyright Licences

Members were advised that OPSBA had successfully renegotiated no fee increase for 1998-1999. B. Wallace added OPSBA is working on behalf of Ontario at the Council of Ministers. Future copyright amendments relative to the internet and digital copying may result in increased costs for video and audio tapes.

It was moved by H. Bullock: That the following report regarding the 1998-1999 renewal of schools copyright licences be received for information purposes.
CARRIED.

12. Education Development Charges Report

D. Grant presented the monthly report. Senior officials are aware that the present by-law expires March 31, 1999 and intend to review whether the new board will development another by-law; however, no timeline was stated.

One trustee urged the board spend money accumulated through education development charges to acquire schools sites in developing areas, stating the opportunity to build a Meadowlands site in conjunction with the co-terminous board had been missed.

Rather than making decisions in isolation, a trustee recommended that no decision be made until the Accommodation Report was presented

D. Grant anticipates recommendations from the Transitions Property Committee will deal with the whole issue of sites, taking all issues into consideration.

It was moved by L. Peddle: That the Education Development Charges Reports dated June 30 and July 31, 1998 be received and filed.
CARRIED.

13. School Trips

It was moved by R. Woodworth: That the following trip requests be approved: Norwood Park School, Environmental Studies – Camp Wanakita, Haliburton, Ontario from September 29 – October 2, 1998, inclusive.

A trustee questioned the necessity for continued approval of trips for City schools.
CARRIED.

13.(a) Flamborough Property

R. Woodworth recalled that back in 1994 the former County board approved a developer's plan for a mobile home site in east Flamborough. The mobile home plan was challenged by other community groups to the Ontario Municipal Board. Subsequently, the developer's initial plan has been changed from mobile homes to prefab homes. There was no impact expected on schools based on the original home size of 800 sq. ft.; however, larger prefab homes will have obvious enrolment implications for nearby schools.

D. Sage acknowledged the situation, stating even the Town of Flamborough was surprised by this development. He noted that it appeared the developer has followed the Planning Act and may have the authority to do as he has done.

Trustee comments focussed on the impact to schools in east Flamborough, whether steps should be taken to make objections known, and whether the board has any redress in this situation.

Sympathetic to the dilemma, one trustee noted the board's future depends on a healthy enrolment. She cautioned that boards must provide accommodation in growth areas rather than busing to older communities. She anticipated trustees would have difficult decisions to make about the Accommodation Report. While cognizant of the issue in Flamborough, she noted other complications such as the ease with which separate boards seem to get money to build in outlying districts should serve as a warning.

A member concurred and stated the battle is not with the developers but with the government to provide equitable funding for growth areas.

One member suggested signs be erected in new developments that indicate a school is not scheduled for erection in this neighbourhood and children will be transported.

R. Woodworth stated he simply wanted to raise this issue for awareness in order to apprise the board of the changes to the original plan.

D. Grant felt there was little in the way of recourse open to the board regarding this issue.

The Chair suggested that a letter be sent urging better communication between community partners.

> **It was moved by R. Woodworth: That a letter be sent to Flamborough Council stressing our concern that the board did not approve this particular development. CARRIED.**

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

Public Questions for Clarification

A member of the audience asked about air quality monitoring at Mountain View School.

A Cupido explained that since completion of the work, the facility supervisor and caretaker have been monitoring the school on an interim basis. A recommendation to monitor on a monthly basis will be discussed with Mountain View parents at their request, sometime during September. It is anticipated that the Resource Environmental Associates Report will be distributed at a Parents' Night to be held on the September 17th and a meeting date set within the next couple of weeks.

Future meetings.

Due to a lack of quorum, alternative dates for both the October meetings of the Education and Business Committees were discussed. The following schedule was agreed upon:

Thursday, October 1

6:30 p.m., Business Committee

Wednesday, October 7:

6:00 p.m. Special Business Committee meeting to receive a report on asbestos tenders for Ancaster Senior School

6:30 p.m. Education Committee

followed by a Special Board for staffing recommendations (see below)

R. Mulholland reminded the members of the Caucus scheduled for September 17th.

When K. Bain advised that it had been his intent to bring staffing recommendations to the Education Committee and a Special Board originally scheduled for October 1st, trustees indicated these recommendations should be brought forward to the meeting on the 7th despite teachers assuming their duties on October 5th.

Trustees voiced comments as follows:

- Several trustees stated their objection to moving scheduled meeting dates citing the unfairness to both the public and the officials
- Re-scheduling was preferable to the embarrassment of cancelled meetings due to a lack of quorum
- It was suggested that the Committee structure be reviewed and consideration given to a Committee of the Whole structure.

It was moved by R. Woodworth: That the meeting adjourn, this being done at 8:10 p.m.
CARRIED.

cv

URBAN/MUNICIPAL
CA3 ON HW W26
A33B
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

SEPTEMBER 24, 1998

URBAN MUNICIPAL

SEP 24 1998

GOVERNMENT PUBLICATIONS

Immediately following the
Special Meeting of the Education Committee

A G E N D A

L. Orban

1. Call to Order
2. Approval of Agenda

ACTION ITEM:

3. Draft School Closure Policy

NOTE: Report will be delivered to Trustees on Wednesday, September 23, 1998.

URBAN/MUNICIPAL
CA3 ON HW W26
A33B
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

SEPTEMBER 24, 1998

Immediately following the
Special Meeting of the Education Committee

A G E N D A

URBAN MUNICIPAL
SEP 28 1998
GOVERNMENT DOCUMENTS

1. Call to Order — L. Orban
2. Approval of Agenda

ACTION ITEM:

3. Draft School Closure Policy

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer

Subject: **School Closure Policy**

Recommended Action:

Moved by:_____

1. That The Hamilton-Wentworth District School Board approve the School Closure Policy as recommended by the Property Transitions Committee.
2. That the School Closure Policy be reviewed by the Board no later than June 30, 1999.
3. That Executive Council be directed to develop and implement a strategy to ensure appropriate communications with the system, parents and the community.

Rationale:

The Property Transitions Committee has been established in order to address transition issues related to property, accommodation and transportation. The Ministry of Education and Training has announced key dates regarding the time line to address the consolidation of school facilities. Accordingly, school boards will be expected to develop a pupil accommodation review policy by September 30, 1998 and pass a board resolution to consolidate schools no later than December 31, 1998. Compliance with these timelines would afford the Board the opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-2000 and subsequent years.

On September 21, 1998, the Property Transitions Committee approved the attached School Closure Policy for trustee consideration. The recommended policy provides a strategic plan so that decisions to consolidate schools can become effective for the 1999-2000 year (note Article 15). The policy also establishes the framework for addressing the consolidation of schools issue in future years (note Articles 1-14).

Also attached for information purposes are the following schedules:

- Property Transitions Committee Mandate
- Property Transitions Committee Timetable
- Ministry of Education and Training Key Dates

Joint Advisory Council

The School Closure Policy developed by the Property Transitions Committee was presented to the Joint Advisory Committee on September 22, 1998. Committee comments were received with respect to the following:

- Additional specific criteria be considered in article 4 with respect to program viability and structural condition.
- Communication strategy, community input.

Additional Criteria:

The Property Transitions Committee has established in its timetable a subsequent review of the School Closure Policy. This review would afford the transition committee the opportunity to suggest changes to the policy based on the experience gained in the preparation of the initial accommodation review and school closure review report(s). Recommended action #2 would serve to direct the review of this policy within a 9 month time frame. At that time, any changes recommended by the transition committee would be available and the policy could receive a more rigorous examination by the Joint Advisory Committee.

Communication Strategy:

The major concern voiced at Joint Advisory was with respect to an appropriate communication strategy to inform school communities at key stages and provide a forum for all stakeholders to make their views known. In response to this concern, recommended action #3 is provided for trustee consideration. It is recommended that Executive Council be directed to develop and implement an appropriate communication strategy.

DG/GdeJ
1998-09-23
attach.

C:\MyFiles\BusComm98\schoolclosurepolicy.wpd

POLICY

School Closure Policy

Policy Statement:
It is the policy of The Hamilton-Wentworth District School Board to consider a school for closure on the basis of an Accommodation Review and School Closure Review Committee report in accordance with the administrative regulations.

Administrative Regulations:

1. The Board reserves the right to modify the usual time frame and/or sequence when special circumstances are identified.

2. The usual minimum time period between the identification of a school for potential closure and final decision of the Board will be six months.

3. Periodically the Superintendent of Business shall ensure that an Accommodation Review is undertaken of all school facilities. The Accommodation Review may take into account the following general considerations:

   - Program Viability - The number of students and staff in the school and/or other schools declines to a point where the quality of program is seriously endangered. Declining enrolment is jeopardizing the school's ability to meet the program needs of its students.

   - Low Occupancy - The enrolment of a school has fallen below 70% of capacity as calculated in accordance the Ministry of Education and Training's guidelines and enrolment projections confirm little, no or declining growth patterns.

   - Structural Condition - Economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

4. The Accommodation Review may indicate that a school or schools should be identified for potential closure based on a review of any or all of the following criteria:

   Elementary Schools:
   - Enrolment below 70% of the effective Ministry rated capacity
   - Continuing decline in kindergarten enrolment over several years
   - A large ratio of split or multi-grade classes
   - Limited facilities for specialized activities
   - A considerable number of vacant classrooms
   - High per-pupil operating costs
   - Failure of enrolment to justify scheduled maintenance costs
   - Limited new housing in area.

School Closure Policy as approved by the Property Transition Committee on Monday, September 21, 1998.

Secondary Schools:

- Enrolment below 70% of the effective Ministry rated capacity
- Continuing decline in enrolment over several years
- Continuing need to cancel courses due to under-subscription
- Increasing need to organize classes containing more than one year level and/or one difficulty level in order to preserve courses
- Increasing numbers of classes taught by teachers who do not have the qualifications to teach such classes listed on their Ontario Teacher Qualifications Record Card
- Inability to meet conditions of collective agreement with respect to Pupil Teacher Ratio, Pupil Teacher contact and supervision time constraints without injection of additional staff
- Insufficient staff to provide a viable co-instructional program base for full and active secondary school life
- Limited facilities for specialized activities

5. In the event that Executive Council concurs that a school or school(s) be identified for potential closure a recommended action shall be presented at an open session of the Business Committee. Such recommendation shall request approval for the identification of specific school(s) for potential closure and that a School Closure Review Committee report be initiated on behalf of each school to consider the ramifications of closure.

6. If the Board officially identifies a school for potential closure, it shall be the responsibility of the appropriate Superintendent of Education to:
   a) inform the Principal and Staff,
   b) inform by letter the parents of all students who would normally attend that school if it remained open,
   c) make arrangements for a public meeting at which the Director of Education will review the basis for the recommendations and explain the School Closure Review procedures,
   d) inform the general public through The Spectator and other local newspapers,
   e) inform the appropriate municipal council(s)

7. If the Board officially identifies a school for potential closure, it shall be the responsibility of the Superintendent of Business to initiate procedures forthwith for the establishment of a School Closure Review Committee.

8. The School Closure Review Committee shall be comprised of the following representatives:
   - the Superintendent of Business - (Chair)
   - the appropriate Superintendent of Education
   - the Manager of Accommodation and Planning
   - the principal of each school significantly affected by the proposal
   - one teacher from each school significantly affected by the proposal, representing and selected by the teaching staff of those schools
   - one support staff representative appointed by OSSTF - OCTU
   - one support staff representative appointed by CUPE
   - one parent representative from each school significantly affected by the closure to be appointed by the School Council
   - one trustee representative to be appointed by the Board
   - one non-parent ratepayer to be appointed by the Board
   - one student representative from each secondary school significantly affected by the closure (to be appointed by the Student Council)

9. The School Closure Review Committee shall consider specifically the following factors in preparing its School Closure Review Committee report:
   a) course selection and program implications for each of the schools involved
   b) school attendance areas
   c) school attendance and enrolment projections

d) the need for and extent of transportation
e) the effect on the social environment of the community
f) the financial impact, including the effect on operational costs and capital implications
g) the capital needs of other schools that may have increased enrolment as a result of closure or modified organization
h) the effects on staffing
i) opportunities for alternative use of the facilities
j) any additional information considered pertinent by the School Closure Review Committee.

10. The School Closure Review Committee will have the responsibility and the authority to review all appropriate data. The School Closure Review Committee
    a) shall receive briefs and/or delegations of concerned citizens regarding the school(s) identified by the Board as candidates for potential closure, and
    b) shall present its final report to the Business Committee, indicating whether the school(s) identified for potential closure should be closed in accordance with Board policy and specifying the reasons for such recommendation.

11. The Business Committee shall consider the School Closure Review Committee report and recommendations of the School Closure Review Committee and recommend that the Board take one of the following actions with respect to each school identified for potential closure:
    a) that the school be scheduled for closure, or
    b) that the school be studied further for possible closure, or
    c) that the school be removed from consideration for closure at the present time.

12. The Chair of the Business Committee shall present, in its entirety, the final report of the School Closure Review Committee to the Board at the next regular meeting. At this time, the Chair, as directed by the Business Committee, shall give notice of motion of the action approved at committee level. The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.

13. If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to:
    a) inform in writing those parties previously notified,
    b) advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.

14. If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.

15. Transition: It is recognized that the Ministry of Education and Training has established a narrow time frame for school boards to consider accommodation requirements. The Ministry has stated that Boards will have the opportunity to reduce the capacity figures used in the determination of grants for new pupil places if the Board resolution to consolidate schools as of June 30, 1999 is approved by December 31, 1998. The Property Transitions Committee has been established with the mandate to develop policy and recommendations related to property, accommodation and transportation. Accordingly, it is recognized that this committee will be expected to:

    - conduct the initial Accommodation Review and identify school(s) for potential closure. In order to accomplish the initial review, the Property Transitions Committee may need to limit, expand or vary the criteria listed for consideration.
    - act in the capacity of the School Closure Review Committee and prepare the required School Closure Review Committee report(s).
    - present its report and recommendations concerning school closure(s) to the Business Committee no later than

November 30, 1998.

- review and recommend any changes to the School Closure Policy.

The Property Transitions Committee will have completed its mandate with respect to property, accommodation and transportation no later than June 30, 1999 and have no authority to act subsequent to this date.

The Hamilton-Wentworth District School Board

Property Committee

Committee Mandate

Basic Statement:

The Property Transitions Committee has been established with representation from all employee groups, School Council, Home & School and trustees in order to address transition issues related to property, accommodation and transportation. The committee will follow-up on and consider L.E.I.C. recommendations and issues referred by the Board relevant to property, accommodation and transportation.

Committee Deliverables:

Committee Deliverables	Policy	Recommendation
Sites: • Vacant • Designated • Existing School Sites	✓	✓
Capacity • School Closure • Portable Utilization • School Additions • New Schools	✓	✓ ✓ ✓ ✓
Boundaries	✓	✓
Transportation	✓	✓

The Hamilton-Wentworth District School Board

Property Transitions Committee Timetable

Action Complete By	Action	Deliverable
September 21, 1998	Develop school closure policy for recommendation to Business Committee.	Policy
October 31, 1998	Complete Accommodation Review of all school facilities. Issues of school boundaries/catchment areas, transportation and portable utilization will need to be considered. Identify school(s) for potential closure.	
November 30, 1998	Prepare School Impact Study for each school identified for potential closure. Assess impact study and identify school(s) for closure effective June 30, 1999. Present recommendations and report to Business Committee.	Recommendations
December 31, 1998	Board resolution to consolidate schools effective June 30, 1999.	
January 31, 1999	Develop policy regarding: • School Boundaries • Transportation • Sites	Policy
February 28, 1999	Assess other accommodation requirements and formulate specific recommendations regarding: • Site acquisition • Site disposal • Site designation • Portable utilization • School additions • New schools	Recommendations
March 31, 1999	Review school closure policy. Formulate and present final report of Property Transitions Committee.	Policy

The Hamilton-Wentworth District School Board

Ministry of Education and Training Key Dates

The Ministry of Education and Training has issued a key announcement regarding the time line to address the consolidation of school facilities.

Key dates:

September 1, 1998

References to the September 1, 1998 date in Regulation 497/97 to be removed in order to permit boards to consult with parents and their communities regarding plans they may have to close schools and ensure that their students continue to have access to appropriate services and facilities. Confirmation that Regulation 497/97 has been replaced was received from the Ministry of Education and Training in late August, 1998.

September 30, 1998

Boards will be expected to develop a pupil accommodation review policy:

- policy approval required by September 30, 1998
- policy to include revisions to board policies under paragraph 8(1)26 of the Education Act. This paragraph of the Act states that the Minister may "issue guidelines respecting school closures and require that boards develop policies therefrom with respect to procedures to be followed prior to the closing of a school by decision of the board". The Ministry of Education and Training guidelines released in January 1984 regarding the School Closure Policy for School Boards are attached to the 98/09/14 agenda as distribution #5. The school closure policies approved by the former boards have already been distributed to the committee.
- required to develop a strategic plan so that decisions to consolidate schools can become effective for the 1999-2000 year:
  - processes to identify specific schools
  - processes to ensure appropriate accommodation of students in 1999-2000

December 31, 1998

"Boards will have the opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-2000 and subsequent years **if** the **board resolution** to consolidate schools after the 1998-1999 academic year is **passed by December 31, 1998** and ...."

This Ministry of Education and Training announcement and amended regulation effectively set in place an action plan for the Property Transitions Committee.

URBAN
MUNICIPAL
CA3 ON HW W26
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE
OCTOBER 1, 1998

6:30 p.m.	A G E N D A	6:30 p.m.
1. Call to Order		L. Orban
2. Approval of Minutes of August 27, September 10 and September 24, 1998		
3. Business Arising from the Minutes		
4. Approval of Agenda		

URBAN MUNICIPAL
OCT 1 1998
GOVERNMENT DOCUMENTS

ACTION ITEMS:

5. Education Development Charges Report	D. Grant
6. County Planning Report	D. Grant
7. Transportation Update	D. Grant
8. Transportation – Alternate Care Student Placements	D. Grant
9. School Trips	

CORRESPONDENCE:

10. Delta School's 75th Anniversary

DISTRIBUTION:

Nil

11. Public Questions for Clarification

Future Meetings:

Education Committee	October 7, 1998	6:00 p.m.
Special Meeting of the Business Committee	October 7, 1998	
Special Meeting of the Board	October 7, 1998	
Regular Board	October 22, 1998	8:00 p.m.
Special Education Advisory Committee	October 28, 1998	7:15 p.m.

ACTION ITEMS

BUSINESS COMMITTEE
OCTOBER 1, 1998

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The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: **Education Development Charges**

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated August 31, 1998 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of August 1998. Section 257.103(4) of Bill 160 prescribes that a by-law of an old board will expire no later than March 31, 1999. Application of E.D.C. monies may be limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

DG/GdeJ
1998-09-21

attach.

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING AUGUST 31, 1998

COMMERCIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$649,482.47	$243,364.27	$892,846.74
	CURRENT MONTH			
B.	Collections:			
	Ancaster	79.40	18,408.60	18,488.00
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	0.00	0.00
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	2,091.19	1,039.50	3,130.69
C.	Interest	2,453.57	919.37	3,372.94
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$654,106.63	$263,731.74	$917,838.37

5-2

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING AUGUST 31, 1998

RESIDENTIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,535,615.24	$610,741.69	$2,146,356.93
	CURRENT MONTH			
B.	Collections:			
	Ancaster	23,444.73	22,360.00	45,804.73
	Dundas	756.29	2,752.00	3,508.29
	Flamborough	18,907.11	8,944.00	27,851.11
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	14,369.35	10,664.00	25,033.35
C.	Interest	5,601.80	2,227.93	7,829.73
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,598,694.52	$657,689.62	$2,256,384.14

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The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 10 01

RE: **County Planning Report**

Recommended Action:

Moved by: _____

That the recommended actions stated in the County Planning Report for September 1998 be approved.

RATIONALE:

Attached is the County Planning report for September, 1998. Contained within the report are recommended actions for each of the planning issues for which notification has been received from municipal planning departments. These issues have been grouped into the following categories.

1. Items that will have a significant impact on school enrolment or Board property.
2. Items that may have an impact on school enrolment or Board property.
3. Items that should not have an impact on school enrolment or Board property.

As referenced in the June, 1998 report, a full set of materials has been located in the trustee lounge for review and not distributed with the agenda package.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act.

DS/dtg
09/25/98

attach.

1. Items that will have a significant impact on school enrolment or Board property.

a) Nash Neighborhood Elementary School Site, City of Stoney Creek

Origin: Receipt of secondary plan, official plan amendment and zoning bylaw amendment from the City of Stoney Creek.

Recommended Action: That the following information be provided to the City of Stoney Creek.

1. All current schools, owned school sites and designated school sites will be considered during the overall capacity review now underway by the Board. The Nash school site is included as part of this review.
2. Traffic calming measures, such as roundabouts, should be designed to accommodate school purpose vehicles.
3. The school site should be located within 1.6 kilometres measured by actual walking distance of the homes within the development.
4. Storm water pond(s) are designated within close proximity to the school site. There may be the potential for students to wander into these areas. Safety devices or alternative design such as fencing, gradual slope/low water depth may reduce or eliminate the hazard.
5. ONTV tower may be perceived as a radiation health issue pending the investigation and analysis by the City of Stoney Creek. It is requested that a copy of the final staff report be forwarded for review by the Board.
6. The draft zoning bylaw amendment states: *"(g) An elementary school site, identified on Schedule A3, is to be jointly shared by the public and separate school boards if two elementary schools are necessary to serve this neighborhood. In order to achieve a rationalization of the use of the site, identified as both park and school site on Schedule A3, the school boards and City shall jointly fund and develop an overall master plan in the form of a site plan for the site to establish building, parking, tarmac, open spaces and recreational activity areas. Said master plan shall be developed and approved by both school boards and the City prior to any development on the site occurring. This plan shall be initiated and expeditiously processed once any one of the identified agencies identifies a need to proceed. In the case where one of the school boards decides that a school will not be required in the Nash Neighborhood, the size of the site reserved for school and park area may be reviewed."*

   The development of a joint public/catholic school site is a positive approach to the need for educational facilities in growing residential areas. A jointly funded master plan will be contingent upon the availability of funds and subsequent approval of the Board. In the event that one board elects to release their portion of the designated site, the remaining board must be given the opportunity to determine the needed area for the building envelope and land space (parking, playing fields etc.)

b) Trillium Elementary School Site, City of Stoney Creek

Origin: Receipt of a letter from the Regional Municipality of Hamilton-Wentworth outlining the decision to sell surplus land in the Trillium neighborhood.

Recommended Action: That the following information be provided to the Regional Municipality of Hamilton-Wentworth and the City of Stoney Creek.

1. That the Hamilton-Wentworth District School Board requires the designated school site contained within the Trillium neighborhood.

c) Bronte Creek Developments Incorporated, Town of Flamborough

Origin: Receipt of the draft site plan agreement from the Town of Flamborough. Discussions with Jason Thompson, Town Planner.

Recommended Action: That the Town of Flamborough be advised:

1. That it is understood that the development is proceeding because the large scale pre-manufactured homes meet the criteria of the original official plan and zoning bylaw approval.
2. That the development will have a significant unexpected impact on the local school system caused by the change in type of pre-manufactured home.
3. For purpose of the site plan review, consider that the roadways must be of sufficient width to accommodate school purpose vehicles.
4. For purpose of the site plan review, note that students will be expected to walk to central bus stop established by the Board of Education.

2) Items that may have an impact on school enrolment or Board property.

a) Kaneff Properties Limited - Official Plan and Zoning Bylaw Amendments, Town of Flamborough

Origin: Receipt of notification of the proposed official plan and zoning bylaw amendments.

Recommended Action: That the Town of Flamborough be advised:

1. That the Board will not object to the proposal as it is geared to senior citizens however, if the development is revised to include any other type of housing that could potentially generate students, staff will object to the approval unitl further analysis can be completed.

3) Items that should not have an impact on school enrolment or Board property.

a) Environs Landscape Contracting Limited - Official Plan and Zoning Bylaw Amendments, Town of Flamborough

Origin: Receipt of the official plan and zoning bylaw amendments.

Recommended Action: That the Board not object to the development of a golf course, driving range, clubhouse and parking lot.

b) Canusa Park - Official Plan Amendment, Town of Flamborough

Origin: Receipt of the official plan amendment.

Recommended: That the Board not object to the relocation of twelve trailer units from the former Action: Courtcliffe Park to Canusa Park.

c) John and Sheila Homerski, Zoning Bylaw Amendment, Town of Flamborough

Origin: Receipt of the zoning bylaw amendment.

Recommended Action: That the Board not object to the placement of a temporary mobile retirement dwelling on the subject property.

d) Rosart Properties Limited, Regional and Town Official Plan and Zoning Bylaw Amendments, Town of Flamborough

Origin: Receipt of the amendment notice.

Recommended Actions: That the Board not object to the change in land use designation to permit supermarket uses in addition to the currently permitted Prestige Industrial-Commercial uses.

e) Highway 6 Improvements, Ministry of Transportation

Origin:	Receipt of an information/update brochure #3.
Recommended Action:	That the Board receive the information.

f) John and Leonora VanWyngaarden, Zoning Bylaw Amendment, Town of Flamborough

Origin:	Receipt of the zoning bylaw amendment.
Recommended Action:	That the Board not object to the expansion of an existing Machine Repair Shop in addition to the permitted agricultural uses.

g) Martin Venne, Zoning Bylaw Amendment, Town of Flamborough

Origin:	Receipt of the zoning bylaw amendment.
Recommended Action:	That the Board not object to the proposal for a Automobile Repair Garage in addition to the permitted agriculture uses.

h) 34 Dennis Avenue, Notice of Ontario Municipal Board Hearing, Town of Flamborough

Origin:	Receipt of the hearing notice.
Recommended Action:	That the Board not participate in the hearing to review the creation of one new single family residential lot.

i) 14 and 16 Valleyview Drive, Application for a Minor Variance, Town of Ancaster

Origin:	Receipt of the application for a Minor Variance.
Recommended Action:	That the Board not object to the proposed reduced front yard setback

j) 121 Fiddler's Green Road, Official Plan and Zoning Bylaw Amendments, Town of Ancaster

Origin:	Receipt of the official plan and zoning bylaw amendments.
Recommended Action:	That the Board not object to the change of land use designation from Residential to Commercial with a special policy to permit a residential dwelling unit.

k) 58 Carluke Road, Official Plan and Zoning Bylaw Amendments, Town of Ancaster

Origin:	Receipt of the official plan and zoning bylaw amendments.
Recommended Action:	That the Board not object to the increase in maximum land area permitting the existing Oakrun Bakery operation and any future expansions.

l) John Bayus Park, Official Plan and Zoning Bylaw Amendments, Town of Flamborough

Origin:	Receipt of the official plan and zoning bylaw amendments.
Recommended	That the Board not object to the re-designation and re-zoning of the property to legalize an existing mobile home park and related recreattional uses.

m) Aldershot/Waterdown Master Environmental Assessment Transportation Study Update

Origin:	Receipt of an information update #2, June 1998.
Recommended Action:	That the Board receive the information.

n) Alan and Saletta Kirkness, Zoning Bylaw Amendment, Town of Flamborough

Origin:	Receipt of the zoning bylaw amendment.
Recommended Action:	That the Board not object to the severance that will create one additional residential lot.

o) 50 Hatt Street, Public Meeting, Town of Dundas

Origin:	Invitation to attend the public meeting.
Recommended Action:	That the Board receive the information and continue to participate in the review of the amendments.

p) Class Environmental Assessment - Glanbrook Landfill Site Leachate Treatment/Removal and Binbrook Settlement Water and Wastewater Servicing - Notice of Completion

Origin: Receipt of the summary.

Recommended Action: That the Board receive the information.

q) Building and Demolition Permits, Town of Dundas

Origin: Receipt of the building and demolition permits.

Recommended Action: That the Board receive the information

7

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Accommodation and Planning

Re: **Transportation Update**

Recommended Action:

Moved by: _____

That the transportation update report be received for information purposes.

Rationale:

Daryl Sage, Manager of Accommodation and Planning will be on hand at the October 1, 1998 Business Committee meeting to provide a verbal update on the following transportation issues:

- September start-up
- Laidlaw Transit Ltd. Correspondence

DG/GdeJ
1998-09-21

attach.

C:\MyFiles\BusComm98\trans_update.wpd

3-1

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

Director of Education and Secretary

1998 09 21

Mr. Dan Maradin
Branch Manager
Laidlaw Transit Ltd.
1185 Smith Road
Ancaster, Ontario
L9G 3L1

Dear Mr. Maradin:

Thank you for your letter dated August 28, 1998 wherein Laidlaw Transit Ltd. has commented on student transportation for the 1998-1999 school year.

In a letter to you dated 1998 06 30, the Board reiterated the need to pursue all efficiencies relating to the routing of students throughout the Region. To this end, all transportation partners have been and will continue to be contributors to the success of a new transportation mandate. The Hamilton-Wentworth District School Board recognizes the contributions Laidlaw has made within the City of Hamilton and the positive relationship established over the years.

As indicated, within the City of Hamilton the number of large buses required to service routes, for the new school year, has been reduced by two. This combined with other initiatives has provided welcome assistance to the 1998/99 transportation budget. To date, cost reductions have been without compromise to student eligibility or change in school bell times. These issues among others have been reserved for future committee consultation.

The Hamilton-Wentworth District School Board remains committed to achieving the provincial transportation mandate while ensuring the highest delivery of service to the student and communities from which they come.

Laidlaw Transit Ltd., as well as all transportation providers of this system, is always encouraged to share issues or concerns in an effort to achieve the Board's mandate. No issues will be readily dismissed.

Sincerely,

Merv Matier
Director of Education and Secretary

DS/dtg

7-2

LAIDLAW TRANSIT LTD.
1185 SMITH ROAD, ANCASTER, ONTARIO L9G 3L1

905) 648-1386
FAX 905) 648-5226

Merv Matier
Director of Education & Secretary
Hamilton-Wentworth District School Board
100 Main Street West
PO Box 2558
Hamilton, Ontario
L8N 3L1

August 28, 1998

Re: 1998/99 Student Transportation

Dear Mr. Matier,

The upcoming year is shaping up to be a challenging one for both school boards and Laidlaw. The pace of change that we have experienced has been dramatic and there are no indications that things will settle down in the near future. I want to take this opportunity to reflect on the shared transportation relationship that up until this year, both boards enjoyed and more specifically to comment on the 72 passenger routes that were presented to us by BMT to service the city routes of the Hamilton Wentworth District School Board.

Questions about shared bussing will be asked and funding pressures demand that efficiencies constantly be evaluated. The shared bussing agreement that both boards had through Laidlaw created those efficiencies. In fact, both boards experienced reductions in the number of routes operated and shared in the financial savings.

BMT has presented Laidlaw with 32 routes servicing the same schools that we served this past year. Last year, under the shared agreement the Hamilton Board was charged with operating 34 routes. The net effect is a 2 vehicle reduction by operating autonomously.

This may leave you with the impression that the shared agreement was not worthwhile and in fact may have been detrimental to the Hamilton Board. However, you must consider the fact that BMT's approach to the route solution was significantly different than Laidlaw's. Specifically, Laidlaw under the direction of the Hamilton Board operated a 20 minute arrival/departure window from the last bell in the morning and the dismissal bell in the afternoon. BMT is operating a 20 minute arrival window from the first bell in the morning. The difference between the two is typically 10-15 minutes. In other words a bus is potentially arriving 35 minutes before classes begin where under the Laidlaw solution a bus would arrive a maximum of 20 minutes before classes begin. The larger the window the greater the opportunity for schools to share bus routes.

This dramatic change in the planning parameter is the only reason that the Hamilton Wentworth District School Board has experienced a route reduction. If the level of service had been maintained then the number of routes operated would have been increased beyond last year's level of 34 routes. I continue

to believe that the shared arrangement between the Boards was mutually beneficial and should not be readily dismissed.

Should you have any questions or comments about your transportation please do not hesitate to call me.

Yours Sincerely,

Dan Maradin
Branch Manager

Cc: Len Varrasso – Director of Education, Hamilton Wentworth RCSS Board
Darryl Sage – Manager of Transportation & Assessment Audit
Edd Gera – Manager of Transportation, Planning and Statistics

8

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 10 01

RE: **Transportation – Alternate Care Student Placements**

Recommended Action:

Moved by: _____

That placement of special needs students in alternate care homes through the Children's Aid Society be transported under the existing transportation guideline adopted June, 1998.

RATIONALE:

There are a number of special needs students whose exceptionality demands constant care and supervision. Through the Children's Aid Society (CAS) a social worker seeks an alternate care home whereby a student can be placed. In doing so, the immediate family is provided with short-term care relief. The CAS grants up to ten days per month for placement into an alternate home. Generally, the alternate care home is funded by the CAS.

The transportation operating guidelines adopted by Board in June 1998 addressed the area of alternate care. Specifically:

> **Transportation for alternate care placements may be accommodated on the regular morning, midday or afternoon route:**
> **a. where seats are available and;**
> **b. at no additional cost to the Board and;**
> **c. as scheduling permits.**

At present, twenty student requests for transportation to alternate care placements have been processed as follows:

- 15 students are being transported, by the Board, under the guideline of no additional cost
- 1 student being transported by a volunteer.
- 1 student transported through parents arranging a DARTs vehicle. Cost per trip approximately $2.75.
- 3 students unable to be accommodated under the guidelines at this time.

Note: only one student from the Glenwood program remains unaccommodated.

The Board and the CAS have been pursuing solutions for those students whose placements attract added transportation costs for the Board. These costs are not identified until the alternate care home is determined. To provide additional transportation service outside of the operating guidelines would have impact on consistency within the guidelines, cost, i.e. additional km charge to re-route vehicles or to provide a separate vehicle as well as the length of time students remain in transit. Every effort is made, within the existing Board transportation system, to accommodate the request before the service is denied.

DS/dtg
09/28/98

8-1

Glenwood School Council

Mr. Daryl Sage,
Manager of Accommodation and Planning
Hamilton-Wentworth District Schoolboard
100 Main St. West
Hamilton, ON, L8N 3L1

September 18, 1998

Dear Mr. Sage

On behalf of the Glenwood School Council, I am requesting that the Board's Transportation Department reconsider its policy regarding busing for special needs students staying at alternate care foster homes.

These foster homes are arranged by the Children's Aid Society. Many of the children involved use wheelchairs. Their placement options are limited to the few foster homes that are wheelchair-accessible.

While the Council appreciates the financial constraints imposed on the Board's Transportation Committee under the new provincial funding formula, the committee's refusal this year to allow buses to transport some of the children using the alternate care program back and forth to school creates extreme hardship for the families involved. In some cases this policy may prevent children from attending school altogether during the period they are staying at these foster homes.

Alternate care is not a luxury for these families. The children who are accepted into the programme are severely disabled, requiring a high degree of continual care. Many are in single-parent families dependent on social assistance. Alternate care is offered to provide respite from the difficulties of caring for high needs children and to diffuse some of the pressures that could lead to abuse. By refusing to provide transportation to and from school for these children, the Board is making it difficult, in some cases impossible, for some of these families to continue to access a program that makes it possible for them to continue to care for their special needs child at home.

The Council also objects to the fact that there was no communication about changes in alternate care transportation given to Glenwood School or to parents prior to their implementation. In some cases, bus drivers dropped children off at foster homes on Friday afternoon and announced that they were not allowed to pick the child up on Monday morning. When parents were making alternate care arrangements (which affect work, child care and other schedules) they had no indication from the Board that the bus transportation provided for students in alternate care would be any different this school year than last.

...2

Glenwood School Council is requesting that the Transportation Department send a letter to the parents of children involved in the alternate care programme explaining what the busing policy is.

And Council urges the Board to find other methods of reducing its transportation costs that do not cause hardship for severely disabled children and their families.

Yours truly,

Brenda Stricker, co-chair
Glenwood School Council

Laura Ramsay, co-chair
Glenwood School Council

cc: Beverly Shepard, SEAC
Mary Almonte, alternate care program co-ordinator
Ray Mulhulland, Chair of the Hamilton-Wentworth District School Board
Merv Matier, Director of Education and Secretary to the Board

8. b) Presentation re Transportation – Alternative Care Students

Laura Ramsay, a parent from Glenwood School, spoke on behalf of parents with children in the alternate care program. She advised these 32 children are severely disabled, high needs students and the alternate care program provides respite for their families by placing them in alternate care foster homes (a maximum of 10 days per month). Many of these students are in wheelchairs. In the past, transportation to and from alternate care homes was provided either through volunteer drivers, wheelchair accessible bus/taxi as well as school buses. Without any notice to either parents, Glenwood or the Children's Aid Society, bus drivers told students their transportation had been cut. As a result, 12 of these students cannot access their alternate care foster home or go to school while at the foster home. Understanding that the Transportation Policy is being applied as approved by the board, parents are seeking a resolution to this situation as their offer to pay the cost difference has been turned down.

It was moved by B. Shields: That SEAC ask the board to a) waive the Transportation Policy for children in the alternate care foster home program and for whom no other method of transportation to and from school is available and b) encourage the board to work with the Children's Aid Society and parents to find a long-term solution.

J. Bishop noted the distance between home and an alternate address can be considerable. She felt the more pertinent issues were: a) Why parents not informed b) why alternatives were not discussed. She suspected that in an attempt to curb transportation expenses, this group's needs were overlooked.

To the motion, CARRIED.

Ms. Ramsay expressed her appreciation to the Committee. Trustee Bishop will attempt to have this motion addressed at board meetings scheduled for Thursday, September 24, 1998.

A. Kappheim requested a complete Special Education Transportation Update at the next meeting

8.c) Additional Member - Tourettes Syndrome Association

B. Shepard advised that the Tourettes Syndrome Association will be writing the board to obtain membership on SEAC. In reviewing the 12 Member Organizations, she suggested that as the Hamilton and Wentworth Councils of Home and School Associations do not specifically represent special needs students, that they be considered as Additional Members in order to leave an opening for the Tourettes Syndrome Association.

MEMORANDUM

TO: Trustees
FROM: The Director of Education
RE: **School Trips**

Recommended Action:

It was moved by _____ : That the following trip requests be approved:

a) Grades 7 and 8 – Hillcrest School, Residential Camp Trip to Guelph University, Guelph, Ontario from June 2-4, 1999, inclusive;
b) Grades 7 and 8 – Hillcrest School, Social Skills Trip to City of Toronto, Ontario from December 10-11, 1998, inclusive;
c) Grade 8 – Westview School, Field Trip to Ottawa, Ontario from June 15-18, 1998, inclusive;
d) Grades 11 to OAC – City-Wide Secondary Schools, History Trip to New York City, U.S.A. from November 17-20, 1998, inclusive;
e) Grades 9 to OAC – Hill Park School, Student Council Leadership Conference at Holiday Inn, Burlington, Ontario from October 19-20, 1998, inclusive;
f) Grades 11 to OAC – Hill Park School, Field Trip to New York City, U.S.A. from December 16-20, 1998, inclusive;
g) Grades 11 to OAC – Sir Allan MacNab School, Field Trip to New York City, U.S.A. from May 26-30, 1999, inclusive;
h) Grades 9 to OAC - Sir Winston Churchill School, Ski Trip to Barrie, Ontario on February 1, 1999;
i) Grades 9 to 10 – Westdale School, Basketball Tournament – Olympia, Huntsville, Ontario on October 30-November 1, 1998, inclusive;
j) Grades 11 to OAC – Westdale School, International Model United Nations at Fort Erie, Ontario on November 13-15, 1998, inclusive;
k) Grades 11 to OAC – Westdale School, History Trip to New York City, U.S.A. on November 17-20, 1998, inclusive;
l) Grades 9 to OAC – Westdale School, Ski Trip to Holiday Valley, New York, U.S.A. on December, 16, 1998, February 1, 1999, February 19, 1999 and March 26, 1999;
m) Grades 9 to OAC – Westdale School, Ski Trip to Blue Mountain, Collingwood, Ontario on December 16, 1998, February 1, 1999, February 19, 1999 and March 26, 1999;
n) Grades 10 to OAC – Westdale School, Outdoor Education to St. Donat, Quebec on February 17-21, 1999, inclusive;
o) Grades 9 to OAC – Westdale School, Ski Trip to Kissing Bridge, New York, U.S.A. on March 5, 1999;
p) Grades 9 to OAC – Westdale School, Ski Trip to Blue Mountain, Collingwood, Ontario on March 5, 1999.

Rationale:
As per policy.

October 1/98
/rt

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
OCTOBER 1, 1998

10

Delta Secondary School

Office of the Principal

JUL 15 1998
1284 Main Street East
Hamilton, Ontario L8K 1B2
Telephone: (905)549-3031
Fax: (905)312-0414
Email: delta@hwdsb.on.ca

July 10, 1998.

Mr. Merv Metier,
Acting Interim Director of Education
Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario.
L8N 3L1

Dear Merv

This letter is the first of what I believe will be a series of communique regarding Delta's 75th Anniversary. As the oldest Secondary School in the city it will undoubtedly touch the hearts and memories of many Hamiltonians. It will have a high profile and will be well attended.

We have started with a steering committee that arranged a meeting with alumni last month. We had representatives from all 7 decades. Essentially they picked the date and brain-stormed the events to take place.

The date for the reunion is May 26 - 28, 2000.

As a steering committee we know there is lots to be done. We also know that it will cost money. In our dialogue with Burlington Central, their 75th focused on a tent on the back campus among other things. It included well over 10,000 people and expenses exceeded $15,000. It also generated over **$100,000** for the school.

The reason they were able to get this off the ground was largely due to seed money they received from the Halton Board of Education in the sum of $10,000. This was used for mailings, promotion and deposits on the tent, banquet rooms for era dances, arenas, entertainment etc.

We are going to follow their success with a similar format with one twist, and that is we hope to capture greater interest by tieing the reunion to a beautification of the east end project ie the back campus.

We have many questions regarding process but first things first. We would like to know:

1. What process to use to obtain seed money from the board?
2. How do we obtain permission to erect a giant tent on the back campus much like was used for the Grey Cup on the board lot?
3. What process is used for the board to approve the sale of liquor in this tent after school hours?
4. How do I get the board to piggy back with Delta alumni and City Hall regarding the beautification?
5. Who will work this in to our accommodation plan and be the board contact?
6. Can we develop a trust fund independent of the board?

I have already started a process of networking with leaders in the Hamilton-Wentworth, and beyond, community who have a passionate interest in this reunion. Delta is a cornerstone of Hamilton and we need to make sure we seize this public relations opportunity.

Please advise. When can we meet to discuss this further?

Sincerely,



Jon Sims,
Principal.

c.c. - Don Grant
Betty Bond
Ken Waters
Jill Rumble
Norma Dymond

MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE
AUGUST 27, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East), Krys Croxall (Superintendent of Education - County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education – Secondary West).

Also in attendance: L. Veerman, Manager – Budget

The Chair called the meeting to order at 7:34 p.m. and then welcomed and introduced Tony Cupido, the recently appointed Superintendent of Plant Services.

2. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as distributed.
CARRIED.

3. Update – Ancaster Senior Public School

The Chair drew attention to a public forum on this issue scheduled for Monday, August 31, 1998 at 7:00 p.m. in the auditorium at Ancaster Secondary School.

The Director provided an overview of the report, stating the information before the members was as current as it could be at this point in time..

K. Bain reviewed Recommendations 1 and 2. In Recommendation 2, he indicated that the words "and Vocational" should be deleted.

There was agreement to consider and debate the three recommendations separately.

Recommendation 1

It was moved by R. Woodworth: That the Grade Sevens from Ancaster Senior Public School attend Dundas Central School.

In response to one member's question on the cost factor relating to the transfer of all equipment, A. Cupido indicated that a final costing will be done as soon as moving plans are confirmed.

One trustee voiced that some constituents had a concern regarding increasing the use of the facilities at Dundas Central School and suggested a "qualifier" be added to the motion stating the move is temporary in light of the asbestos problem.

R. Woodworth offered to add the following phrase to his motion: "until the asbestos problem at Ancaster Senior Public School is corrected".

One member felt the following additional motion would be appropriate – "That the Ancaster Senior Public School be closed temporarily".

The Director offered the following clarifications:

(a) The addition of the phrase "on a temporary basis" would suffice, allowing for flexibility in addressing the issue.
(b) Providing a timeline in the motion may be perceived as "pre-determining what is going to happen".
(c) It was not recommended to close Ancaster Senior Public School completely given the provisions of the Education Act.

One trustee expressed preference to review all the possible options (e.g. closing the school, building a new school, etc.) available, consider community input and then focus on the best use of the estimated $1.5 million funding for this project.

Another member viewed the short-term solutions outlined in the report would best address the many concerns raised by the parents in the area.

After further discussion, the members agreed to a friendly amendment by adding the phrase "on a temporary basis".

To the motion, **CARRIED UNANIMOUSLY**.

Recommendation 2

Given the considerable distance of the walking loop for Grade 8 Ancaster Senior "walkers", one trustee suggested that this issue be reviewed.

It was moved by H. Bullock: That the Grade Eights from Ancaster Senior Public School attend Ancaster High School on a temporary basis.
CARRIED UNANIMOUSLY.

Recommendation 3

A. Cupido reviewed Recommendation 3 and Appendix 1.

In response to the members' questions, the following clarifications were provided:

(a) Further testing may result in lower project costs depending on the location and types of asbestos in Ancaster Senior School. The type and degree of exposure to asbestos will assist in determining the extent of asbestos contamination and the required control.

(b) A. Cupido explained further that in December 1990 the information provided by the professionals who conducted the asbestos audit indicated that the ceiling of the school was in good condition. However, a re-audit in July 1998 revealed that the work done in this area had been compromised, i.e. the work did not meet the requirements of the Ministry of Labour.

(c) The Asbestos Abatement Team has been helping in the assessment of the situation at Ancaster Senior School. Tendering is being recommended given that the present staff complement of the abatement team is fully occupied with the on-going inspection of schools and other projects. The scope of this asbestos project requires additional resources. It was noted further that a quick review of the other County schools has not revealed any presence of asbestos in these schools.

(d) The Property Transition Committee is expected to bring the Accommodation Report before the Board sometime in the fall. School consolidation decisions will need to be made by December 31, 1998 in order to comply with the Ministry's timelines.

One trustee preferred to look at the overall picture of the asbestos situation at Ancaster Senior School, believing it would be helpful to finish the audit, assess the audit results and then bring back complete information which would assist the Board in its deliberation and final decision on the appropriate course of action to take.

The Director affirmed that administration will be reporting back to the trustees in late September; the report will include the final costing of the project.

It was moved by H. Bullock: That Plant Services engage Rankin Architecture Inc. to prepare specifications and tender documents for the asbestos remediation work at Ancaster Senior Public School with an estimated project cost of $1,498,000.

It was clarified for the members that identifying a specific company is in accordance with the County's tendering policy. A. Cupido commented on the previous projects done by Rankin Architecture Inc., expressing anticipation that the Board will receive competitive professional fees from the firm as in the past.

Given the need for more information, particularly the financial implications of the asbestos remediation work,

It was moved in amendment by L. Peddle: That the phrase "with an estimated project cost of $1,498,000" be deleted.

A. Cupido confirmed that the project cost provided in the report was an estimate and its deletion from the motion would not pose any problem.

To the amendment, **CARRIED**.

To the motion, as amended, **CARRIED**.

Adjournment

It was moved by H. Bullock: That the meeting be adjourned, this being done at 9:59 p.m.
CARRIED.

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MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE SEPTEMBER 24, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Krys Croxall (Superintendent of Education - County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education – Secondary West).

The Chair called the meeting to order at 6:43 p.m.

2. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as distributed.
CARRIED.

3. Draft School Closure Policy

D. Grant presented the report

Trustees noted that there are two separate issues within the report – Articles1-14 of the draft policy represent Board policy that would become effective January 1, 1999; Article 15 was an emergency measure to deal with the Ministry of Education and Training's regulation which necessitated this immediate action

D. Grant recalled that it was the latter part of June when the Ministry first announced the September 30 and December 31 "Key Dates". The regulation shifting the emphasis away from September 1 was made in August, 1998.

Speaking to Article 15., several trustees raised the following concerns:

- is the identification of schools for possible closure within the mandate of the Property Transition Committee
- the parental representation on the Committee, particularly with the precarious responsibility of identifying schools for closure and the fairness of such subjecting committee members to the pressure, scrutiny and stress likely to unfold
- the Committee must be able to look at all schools in the region in a neutral and objective manner
- the senior officials are more knowledgeable regarding school issues, boundaries, etc. and, therefore, better able to formulate recommendations to trustees around these sensitive issues
- this process would also see the Transition Committee act as the School Closure Review Committee and it was suggested there were inherent problems in that role
- School Council Chairs should have input into this process

D. Grant relayed the following membership of the Committee (by position): 1 trustee, 1 Superintendent, 4 principals/vice-principals, 4 Managers, 1 Site Leader, 1 HTF, 2 staff, 6 parents; He indicated that the membership on this Committee evolved in a similar manner as all Transition Committees – open invitations were extended for anyone interested in serving, there was no prescribed ratio of county/city representation and he believed it was clear from the beginning that "accommodation" was a one of the Committee's mandates. M. Matier pointed out that the policy provided specific criteria for the Committee to gather and present the data to Executive Council.

In highlighting some of her concerns, L. Peddle distributed and reviewed a report outlining her suggestions for approaching this issue.

During the discussion, a trustee asked whether it would be possible for the Board to reconsider its list of recommendations it will submit to the Ministry in December over the January to June, 1999 period. D. Grant noted that 30 days from the December 31 timeline, the Board must decide on the disposition of the identified properties – i.e. to give the properties away to the Ontario Realty Corporation or decide to sell the properties. He added that he did not believe there was any opportunity for amendments following the December 31 deadline.

The importance of an effective communication strategy to permit input from the school communities once the schools have been identified for possible closure was stressed. D. Grant assured the members that the report's reference to communications was viewed both as getting the information out to the public as well as providing an opportunity for input, adding that discussion of such a strategy was on the Executive Council agenda for tomorrow.

D. Grant indicated that the data is still being compiled and pointed to October 5 as a target date for at least identifying the global difference between capacity and enrolments.

A trustee questioned the Board's obligation to abide by the Ministry's timelines for consolidation of school facilities particularly in light of the hastened procedures of identifying schools for closure. D. Grant noted that, based on MOET information to date, grants in 1999/2000 and subsequent years are dependent on compliance with the December 31 timelines. In addition, he offered that there will be a great deal of valuable work accomplished in this period, i.e. a complete review of the Board's accommodation, rationalizing school catchment areas, etc. and an opportunity for the Board to view the system from a broader picture. Until the data is gathered and the Ministry forwards the actual formula for capacity, we will proceed on the basis of estimated capacities.

One trustee questioned the list of schools for possible closure being presented in an open meeting to trustees and suggested that the trustees should be apprised of the information prior to its release to the public. There should be an opportunity for the trustees to consider the information at an in-camera session since the ensuing sensitive issues would make open debate difficult.

It was moved by H. Bullock 1. That The Hamilton-Wentworth District School Board approve the School Closure Policy as recommended by the Property Transitions Committee with the exception of Article 15.
2. That Article 8., 8th bullet, be amended to read "*two parent representatives from each school significantly affected by the closure, one of whom to be appointed by the School Council*"

It was clarified that the amendment to Article 8. provides an opportunity for the Home and School Council to make representation if appropriate.

To Clause 2. of the motion, CARRIED UNANIMOUSLY.

To Clause 1. of the motion, CARRIED.

When a trustee asked the Director how he would advise the Ministry regarding the Board's School Closure Policy as it has been approved to this point, M. Matier indicated that the policy would be submitted with a notation that it could not be implemented within the timeframe given by the Ministry.

D. Grant pointed out that Articles 1-14 represent the Board's School Closure Policy. Article 15. was the strategic plan for dealing with the Ministry's immediate regulations requiring a board resolution for consolidation of school facilities by December 31, 1998.

Following further discussion, it was moved by L. Peddle that Article 15. be amended to read as follows:

It is recognized that the Ministry of Education and Training has established a narrow time frame for school boards to consider accommodation requirements. The Ministry has stated that Boards will have the opportunity to reduce the capacity figures used in the determination of grants for new pupil places if the Board resolution to consolidate schools as of June 30, 1999 is approved by December 31, 1998. *The Property Transitions Committee has provided the policy approved by the Board on September 24, 1998.*

- *Executive Council and resource staff commences the initial Accommodation Review and identifies school(s) for potential closure. In order to accomplish the initial review, the Executive Council and resource staff may need to limit, expand or vary the criteria listed for consideration.*
- act in the capacity of the School Closure Review Committee and prepare the required School Closure Review Committee report(s).
- present its report and recommendations concerning school closure(s) to the Business Committee no later than November 30, 1998.
- review and recommend any changes to the School Closure Policy.

The Property Transitions Committee will have completed its mandate with respect to property, accommodation and transportation no later than June 30, 1999 and have no authority to act subsequent to this date.

Further concern was expressed regarding the role of the parents on the Transition Committee and the pressure they would be subjected to. Several trustees believed it was the responsibility of the officials to focus and direct the preliminary considerations and to make recommendations to the trustees.

D. Grant confirmed that the Board has to submit to the Ministry by September 30 a policy statement and the strategy to be employed to meet the Ministry's mandate and timelines.

To the motion, LOST, 2 in favour, 3 opposed.

M. Matier indicated that the trustees' concerns relative to the interim process had been noted and that Executive Council could consider the issue further tomorrow if so directed.

It was moved by W. Hicks that Article 15 be referred to Executive Council.

It was further suggested that a Special Meeting of the Business Committee, followed by a Special Meeting of the Board could be scheduled for Monday, September 28 for the purpose of receiving the report from Executive Council. Several trustees believed the matter should be resolved this evening.

To the motion, LOST.

Noting the time at 8:10 p.m. and the September meeting of the Board was scheduled to start, it was moved by H. Bullock that the Special Meeting of the Business Committee recess.

CARRIED.

The Business Committee meeting resumed at 11:20 p.m.

D. Grant distributed a revised "Transition Strategic Plan for the Consideration of School Closure" for the members' consideration.

It was moved by W. Hicks that the Board approve the strategic plan for the consideration of school closure during the transition period as distributed.

W. Hicks agreed to the amendment to Clause 7. in the Plan to read: "A ***Business Committee*** meeting(s) will be convened in ***November, 1998*** at which time the Board will receive delegations of concerned citizens with respect to the proposed school closings

.

To the motion, CARRIED UNANIMOUSLY.

It was moved by R. Woodworth that the meeting adjourn, this being done at 11:26 p.m.
CARRIED.

rm

URBAN
MUNICIPAL
CA3 ON HW W26
A33B
1998

ADDITIONAL INFORMATION FOR THIS EVENING'S

SPECIAL MEETING OF THE BUSINESS COMMITTEE

URBAN MUNICIPAL

OCT 15 1998

GOVERNMENT DOCUMENTS

Open Agenda

#4 Report on Tenders – Ancaster Senior Public School – Pages 4 and 4-1

Please add this information to your agenda package.

SPECIAL MEETING OF THE BUSINESS COMMITTEE MEETING
1998 10 07

4

TO: Merv Matier, Director of Education and Secretary

FROM: Anthony Cupido, P. Eng., Superintendent of Plant Services

RE: Report on Tenders – Ancaster Senior Public School

DATE: 1998 10 07

Recommended Action:

Moved by _____

1. That a contract be awarded to Biggs & Naraciso Construction Services Inc. in the amount of $789,090.00 + GST for the asbestos remediation at Ancaster Senior Public School.

2. That funds for this project be taken from the Grant for School Renewal allocation to the Board.

Background:

The Board, at its meeting of 1998 08 27, approved the following motion:

"That Plant Services engage Rankin Architecture Inc. to prepare specifications and tender documents for the asbestos remediation work at Ancaster Senior Public School".

During the past several weeks, the Architect has met with staff and sub-consultants in an effort to define the scope and prepare tender documents.

Analysis:

Tenders were called for prequalified contractors and the bid results are as follows:

Biggs & Narciso Construction Services Inc.	$ 789,090.00
Pro Insul Limited	1,067,000.00
Philip Environmental Services Limited	1,089,400.00
Greenspoon Bros. Limited	1,124,760.00
I & I Construction Services Limited	1,431,600.00

The low bidder has met all the necessary tender requirements.

All bid documents were reviewed by the Architect, Bruce Rankin and the Superintendent of Plant Services.

When taken into context with the replacement value of $7 million for Ancaster Senior Public School, the low bid amount of $789,090, is a reasonable sum to invest in the structure. It represents approximately 11% of the replacement value. A full renovation would represent approximately 30% of the replacement value.

mb

CA3 ON HW W26
A33B
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

OCTOBER 22, 1998

URBAN
MUNICIPAL

Immediately following the Special Meeting of the Education Committee

A G E N D A

L. Orban

1. Call to Order
2. Approval of Agenda

ACTION ITEM:

3. Accommodation Review

URBAN MUNICIPAL
NOV 3 199
GOVERNMENT DOCUMENTS

#3

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer

Subject: **Accommodation Review**

Recommended Action:

Moved by:_____

Non-Instructional Facilities:
That administration be directed to prepare a confidential report for Board consideration regarding the feasibility of pursuing the technical audit process with respect to Ainslie Wood.

Recommended Action:

Moved by:_____

Non-Instructional Facilities:
That a letter be sent to the Ministry of Education and Training objecting to the pupil-loading of Crestwood and the Memorial Building (Ancaster) and requesting that the capacity assigned to these buildings be reduced to nil.

Recommended Action:

Moved by:_____

Non-Instructional Facilities:
That, should the Ministry of Education and Training not accede to the request to reduce capacity to nil, Crestwood and the Memorial Building (Ancaster) be offered to the coterminous boards at no cost for use as regular day schools.

Recommended Action:

Moved by:_____

Non-Instructional Facilities:
That Pioneer Memorial and Vincent Massey be offered to the coterminous boards at no cost for use as regular day schools.

Recommended Action:

Moved by:_____

Non-Instructional Facilities:

That Binkley, Jerseyville, University Gardens and Briarwood be declared as not required for the purposes of the Board and administration be directed to prepare a confidential report for Board consideration regarding disposition.

Recommended Action:

Moved by:_____

Instructional Facilities:

That the schools listed on Appendix G of the October 22, 1998 Accommodation Review report be identified for potential closure and that a School Closure Review Report be initiated on behalf of each school so identified to consider the ramifications of closure in accordance with the Transition Strategic Plan for the Consideration of School Closure(s).

Recommended Action:

Moved by:_____

Instructional Facilities:

That, concurrent with the preparation of the school closure impact reports, a committee of Trustees and Board Officials be directed to meet with the Ministry of Education and Training in order to clarify the accommodation regulations and probe whether or not the Ministry of Education and Training may be willing to permit flexibility regarding key dates in certain circumstances and report back to the Special Meeting of the Business Committee on November 19, 1998.

Recommended Action:

Moved by:_____

Instructional Facilities:

That administration be directed to prepare a confidential report for Board consideration regarding the value of the facilities identified for potential closure.

Rationale:

Attached is the October 22, 1998 Accommodation Review report prepared by Executive Council that provides the rationale for the foregoing recommended actions. This report has been prepared as directed by the Transition Strategic Plan for the Consideration of School Closure(s) approved by the Board on September 24, 1998.

The school consolidation process requires that three separate determinations be made by the Board:

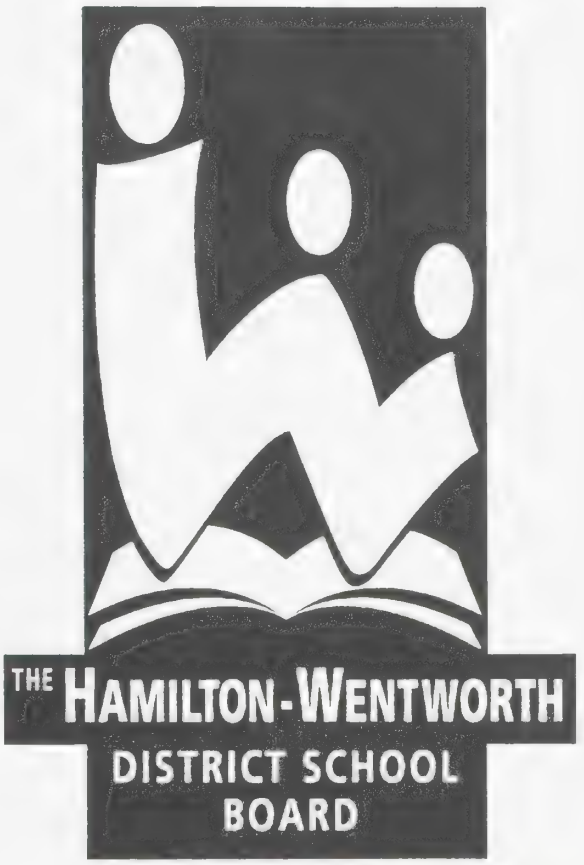
- Identification of a school for potential closure.
- Approval of school closure and declaration that the school is not required for Board purposes and
- Manner in which school disposition should occur.

This report is with respect to the first part of the process. According to Ministry of Education and Training time lines, the school closure decision must take place no later than December 31, 1998 and the disposition decision must take place and be acted upon by January 31, 1999.

DG/GdeJ
1998-10-21

3-2

The Hamilton-Wentworth District School Board



Accommodation Review

October 22, 1998

The Hamilton-Wentworth District School Board

Accommodation Review
October 22, 1998

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Accommodation Review
October 22, 1998

Accommodation Objective:

When approaching any task it is helpful to identify the key objectives of the process in view. The undertaking of an accommodation review is no different. One must know what the desired objectives or outcomes are. This is especially the case concerning this report, since it is very likely that this review will ultimately lead to the closure of a number of schools. The decision to build or close a school is a very significant decision; it has a lasting impact on the learning environment for students, school board staff and the surrounding community. Consequently, the why of such decisions must be firmly grounded.

Through the efficient and effective use of resources, the Hamilton-Wentworth District School Board will provide a positive learning environment which provides for the safety of all students. It is suggested that this statement provides an appropriate overall objective to guide further discussion of the accommodation issue. The statement was developed by the Property Transitions Committee as its Intent for the Learner - Belief Statement. The committee identified the following elements as important when approaching issues regarding property, school accommodation and transportation:

- efficient & effective use of resources
- cleanliness
- convenience
- appropriate size (growth)
- sense of community
- accessibility
- pro-active & strategic planning
- shared facilities/multi-use of properties
- safety
- flexibility
- shared transportation
- cost
- positive learning environment
- equity of accommodation

The learning environment is equally important to all students within the care and responsibility of the board. However, each sector must be assessed independently and an appropriate solution developed. **The solution must be appropriate for the circumstances.**

Summary - Accommodation Objectives:

- **Through the efficient and effective use of resources, the Hamilton-Wentworth District School Board will provide a positive learning environment which provides for the safety of all students.**

- **Accommodation solutions that are appropriate for the circumstances.**

Accommodation Responsibilities:

The following statements taken from the Pupil Accommodation Grants - Revised Technical Paper issued on September 29, 1998 indicate the accommodation responsibilities of the provincial government and school boards:

Provincial Government:

- "The provincial government is responsible for providing adequate financial resources and the flexibility

to enable boards to meet those responsibilities and for monitoring board actions to ensure accountability to the taxpayers."

In order to address its responsibility to provide adequate financial resources, the provincial government has developed and published a funding model for pupil accommodation. The model approaches the issue of pupil accommodation from three aspects:

School Operation	Funding for heating, lighting, cleaning and regular maintenance.
School Renewal	Funding for repairs (ie usually in excess of $50,000.) and renovations.
New Pupil Places	Funding to enable boards that have demonstrated that they have fully utilized all existing school buildings effectively, and that their enrolment cannot be accommodated without new space, to construct new schools or additions.

School Boards:

- "School boards are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively as possible."

- "Boards are responsible for determining whether or not a school is surplus, and whether or not the surplus property should be leased or sold. The requirements for disposal of surplus schools are outlined in Ontario Regulation 444/98."

Therefore, it is incumbent on school boards to conduct a review of its schools and facilities in light of the financial resources made available by the province.

In order to address this responsibility the Board approved a School Closure Policy and Transition Strategic Plan for the Consideration of School Closure(s) on September 24, 1998.

Potential Closure:
As directed by the Strategic Plan, Executive Council has conducted the initial Accommodation Review and this report will recommend that specific school(s) be identified for potential closure. Should the Board officially identify a school for potential closure a School Closure Review Committee will be established.

Approved for Closure and Declared Surplus:
The determination of whether or not a school listed for potential closure is declared surplus will be made by the Board on the basis of a report to be prepared by the School Closure Review Committee(s) and Executive Council.

Disposition:
Should the Board approve that a school be declared surplus a subsequent determination will be made by the Board regarding disposition; with appropriate reference to Ontario Regulation 444/98.

Pupil Accommodation Grants

Pupil accommodation grants are formula-driven and are calculated on a per-pupil basis. The pupil accommodation grants clearly establish the day school provision of JK to OAC as the primary focus of a school board.

School Operation:

As indicated above this grant is to provide funding for heating, lighting, cleaning and regular maintenance. These grants are calculated separately for elementary, secondary and adult education as follows:

	Enrolment	**Benchmark Area Per pupil**	**Benchmark Operating Cost per sq ft**
Elementary	ADE JK-8	x 100 sq ft	x $5.20
Secondary	ADE 9-OAC Exclude 21+	x 130 sq ft	x $5.20
Adult	ADE 21+ 9-OAC	x 100 sq ft	x $5.20

Again, it should be noted that a board is provided grant on a recognized floor area basis. Should the actual square footage of a board's facilities exceed the area recognized, this will strain the board's ability to keep school buildings and premises in a proper sanitary condition and maintain an environment conducive to learning.

School Renewal:

This grant is to provide funding for repairs (ie usually in excess of $50,000.) and renovations. These grants are calculated separately for elementary, secondary and adult education as follows:

	Enrolment	**Benchmark Area Per pupil**	**Benchmark Renewal Cost per sq ft**
Elementary	ADE JK-8	x 100 sq ft	x $.64 if < 20 yrs old x $.96 if > 20 yrs old
Secondary	ADE 9-OAC Exclude 21+	x 130 sq ft	x $.64 if < 20 yrs old x $.96 if > 20 yrs old
Adult	ADE 21+ 9-OAC	x 100 sq ft	x $.64 if < 20 yrs old x $.96 if > 20 yrs old

Again, it should be noted that a board is provided grant on a recognized floor area basis. Should the actual square footage of a board's facilities exceed the area recognized, this will strain the board's ability to keep school buildings and premises in proper repair and maintain an environment conducive to learning.

New Pupil Places:

School boards that have demonstrated that they are using existing school buildings effectively, and that their enrolment cannot be accommodated without new space will be provided with block grants on a per-pupil basis to deal with the cost of constructing, furnishing and equipping new schools and paying for this over time. These grants are calculated separately for the elementary and secondary panels as follows:

	Enrolment	Benchmark Area Per pupil	Benchmark Construction Cost per sq ft
Elementary	ADE JK-8 In excess of Capacity	x 100 sq ft	x $11.00
Secondary	ADE 9-OAC (Exclude 21+) In excess of Capacity	x 130 sq ft	x $12.00

The grant formula also provides for the application of a geographic adjustment factor in recognition of differences in construction costs across the province. However, this factor for The Hamilton-Wentworth District School Board has been determined by the Ministry of Education and Training to be 1.0 . Also, it is important to note that there is no funding recognition of adult students in the New Pupil Place grant calculations.

The Ministry has stated that boards will have the flexibility to enter into a wide variety of arrangements to acquire new space to accommodate their students: debenture financing, long and short-term leases, partnership agreements, temporary accommodation, etc. In 1996 the Ministry of Education and Training directed that two consulting firms be engaged to prepare a report regarding the Analysis of Capital Funding for School Facilities. It is instructive to note that the report states the following recommendations in the chapter dealing with Design, Build, Finance and Operate:

- Design, build, finance and operate should be viewed as separate elements that can be used together or separately depending on the circumstances of the project(s).
- Whenever possible, finance should be separated from the other elements and be addressed through a competitive process.
- Public-private partnerships in the provision of school facilities should attempt to incorporate revenue generation opportunities to help offset the cost of project(s).
- School boards should be flexible in locating their schools, whenever possible, to maximize revenue generation opportunities.

As demonstrated in Appendix A, this grant is intended to finance the cost of additional pupil places over a 25 year amortization schedule. Based on the assumptions driving the Appendix A illustration, the above construction costs benchmarks appear reasonable. However, it would also appear that boards must adopt a 25 year planning cycle and be subject to the risks inherent in a process that would encourage the building of facilities today contingent on financing determined by actual enrolments 25 years into the future.

The Ministry of Education and Training has established a committee comprised of Ministry and board personnel to oversee the development of a School Facilities Inventory System in order to determine capacities on a consistent basis across the province. The resulting formula for the determination of capacity was released on September 29, 1998 (see attached Appendix B). The Ministry of Education and Training has applied this formula to all schools in the province and the resulting calculation of capacity was also released on this date. A room by room inventory sheet is available for each school in our system. See Appendix C for a listing of all Hamilton-Wentworth District School Board schools capacities by panel.

The extent to which excess capacity exists in various areas of the region will diminish the board's opportunity to be eligible to receive new pupil place grants.

Ministry of Education and Training Database

	Capacity	Gross Floor Area sq. ft.
Elementary:		
Data published	46,366	4,418,476
Adjustments (see page 9)	(1,964)	155,426
	44,402	4,573,902
Non-Instructional	1,134	185,621
Instructional	43,268	4,388,281
	44,402	4,573,902
Secondary:		
Data published	24,502	3,320,159
Adjustment (see page 9)	(107)	(2,835)
	24,395	3,317,324
Non-Instructional	1,847	210,989
Instructional	22,548	3,106,335
	24,395	3,317,324

Current Status of Instructional Facilities

	Instructional Capacity	Enrolment A.D.E.	Excess Capacity	Capacity %
Elementary	43,268	36,677.0	6,591.0	84.8%
Secondary	22,548	18,622.6	3,925.4	82.6%
Board Total	65,816	55,299.6	10,516.4	84.0%

Instructional Gross Floor Area

	Actual sq. ft.	*Excess sq. ft.	Excess %
Elementary	4,388,281	720,581	16.4%
Secondary	3,106,335	685,397	22.1%
Board Total	7,494,616	1,405,978	18.8%

* Based on 100 square feet per elementary student and 130 square feet per secondary student.

School Operations

Current Area (sq. ft.)		
Permanent structures		7,500,000
Portables 200 x 700 sq. ft.		140,000
		7,640,000
1997 Expenditure		
Total School Operations cost		$35,000,000
Expenditure per sq. ft.		$4.58
1998/99 School Year		
Recognized area for grant:		
Elementary	36,677.0 x 100 sq. ft.	3,670,000
Secondary	18,622.6 x 130 sq. ft.	2,420,000
		6,090,000
Grant	6,090,000 x $5.20	31,668,000.
Grant per actual sq. ft.		$4.15

If there is no reduction in floor space we can only afford to spend $4.15/sq. ft. on school operations. In the past we have spent $4.58/sq. ft. This represents a 9.4% ($4.58 to $4.15) reduction in the quality of our school operations service.

If floor space was reduced to the area recognized for funding in the new grant model, spending could increase to $5.20/sq. ft. This would represent at 25.3% ($4.15 to $5.20) increase in the quality of service provided.

According to the Ministry of Education and Training Funding Model, we are spending approximately $6,400,000. ([7,640,000 - 6,090,000] x $4.15) of our school operations grant on floor space not required by the school board.

School Renewal

The Ministry of Education and Training consultants' report on the Analysis of Capital Funding for School Facilities states; "School boards are responsible for ensuring that their facilities are maintained in good repair and for providing a safe environment for students, teachers and staff. In addition, older facilities may require upgrading in order to become barrier free and more energy efficient. Renovations are also required from time to time to accommodate academic programming changes, including the use of information technology." The report also notes that proper preventative maintenance will save money in the long term by reducing the costs for deferred maintenance and likely extending the life span of buildings and recommends that each school board be required to budget every year a minimum of $1.00 per gross square foot of its building inventory for facilities renewal.

The Ministry of Education and Training has determined that the relative age of The Hamilton-Wentworth

District School Board's facilities is as follows:

	< 20 years	> 20 years
Elementary	11%	89%
Secondary	9%	91%

The fact that 90% of our facilities are in excess of 20 years in age demonstrates the challenge this school board faces in maintaining its property in good repair.

Estimated School Renewal Grant:

Elementary	3,670,000 x 11% x .64	$ 258,400
	3,670,000 x 89% x .96	3,135,600
Secondary	2,420,000 x 9% x .64	139,400
	2,420,000 x 91% x .96	2,114,100
		$5,647,500
Funding per recognized sq. ft.	$5,647,500/6,090,000 =	.93
Funding per actual sq. ft.	$5,647,500/7,500,000 =	.75

The gross floor space of instructional facilities in excess of the area recognized for grant denigrates the board's ability to address school renewal requirements by approximately 24% (i.e. reduction of spending from .93/sq. ft. to .75/sq. ft.)

According to the Ministry of Education and Training Funding Model, we are spending approximately $1,050,000. ([7,640,000 - 6,090,000] x $ .75) of our school renewal grant on floor space not required by the school board.

New Pupil Places

The Current Status of Instructional Facilities section above indicates that the Board currently has excess capacity of 6,591 elementary pupil places (15.2% of total elementary capacity) and 3,925 secondary pupil places (17.4 % of total secondary capacity). The ideal situation in view of the new funding model would be for enrolment to be exactly equal to capacity. To the extent that this ideal is not achieved impairs the Board's ability to provide adequate accommodation for students resident in growth areas of the region.

Potential Benefits of Consolidation

Executive Council has identified the following as potential benefits of consolidation and, where appropriate, every effort should be made to capitalize on these benefits.

Program Viability

It is generally recognized that there is an optimum size of an elementary school and a secondary school that is necessary to enhance the education program. In the elementary situation this optimum size is likely in the 350 to 500 range. A caution has been expressed by members of Executive Council regarding

elementary schools with enrolments that exceed 700. Secondary schools with a student base of 1,200 or more is considered of sufficient size to offer an appropriate selection of courses.

Staffing Flexibility

The new funding model suggests a pupil-based staffing formula approach for many employee groups: teachers, school secretaries and school administrators. Consequently, the reduction of school facilities would not necessarily result in the downsizing of such staff. However, consolidation would establish the opportunity to revisit the deployment of school secretaries and administrators. In addition, a greater number of teaching staff at various schools would enhance the school program and encourage efficiencies in the system.

Accommodation Efficiencies

As demonstrated above consolidation of school facilities would generate efficiencies from the standpoint of school operations and school renewals. In essence, the quality of the learning environment could be enhanced by the expenditure of the same level of school operations and school renewal spending over a reduced inventory of gross floor area. In addition, the Board's inventory of pupil places must be reduced if it is ever to qualify for new pupil place grants.

Executive Council Strategies

Having established the accommodation objectives, Executive Council identified the following strategies in order to conduct an accommodation review in light of the financial resources made available by the province, the current status of instructional facilities and the potential benefits of consolidation:

1. Validate Ministry of Education and Training calculation of capacities to the extent possible within time frame provided.
2. Clarify the rules for reducing capacity inventory.
3. Prepare recommendations and rationale to address the capacity attached to non-instructional facilities.
4. Develop a conceptual framework from which to address the accommodation issue.
5. Consider the impact of various program related issues on the accommodation question.
6. Prepare recommendations regarding the identification of specific schools for potential closure complete with rationale and a preliminary plan for the re-distribution of the student body. Apply criteria listed in the School Closure Policy to assist in identification of schools for potential closure. Ensure recommended accommodation solution is appropriate to circumstances of the area.
7. Assess impact, if any, of projected enrolments on recommendations developed in previous steps.

Validate Ministry of Education and Training Capacity Data

In order to validate the Ministry of Education and Training capacity data released on September 29, 1998 the following action was taken by Board office staff:

- review to ensure that portapaks were not pupil loaded
- review of the recording of actual 1998/99 self-contained classes
- review of day care centres
- review of open concept spaces

This action has resulted in the adjustment of the capacity inventory originally reported by the Ministry of Education and Training downward by 1,964 elementary pupil places and 107 secondary pupil places. These corrections will be forwarded to the Ministry of Education and Training by the 98/10/31 reporting deadline date.

Rules for Reducing Capacity

Primary Rule

- The primary rule for reducing capacity is indicated by the following quote from the Revised Technical Paper regarding Pupil Accommodation Grants, "Boards will have an opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-00 and subsequent years if the board passes a resolution to consolidate specific schools at the end of the 1998-99 academic year by December 31, 1998 and within 30 days of passing the resolution they offer the schools to be consolidated at no charge to their co-terminous boards or to the Ontario Realty Corporation...".

  It should be noted that boards also have the option of selling schools which may be surplus to their needs at fair market value. However, the capacity attached to these schools would not be removed from the board's inventory for new pupil place grant purposes.

  Ontario Regulation 444/98 provides the legal framework regarding the disposition of surplus real property.

Schools where the Costs of Repairs are Prohibitive Rule

- The committee recommended that individual schools or school space may be excluded from the capacity used to determine Grants for New Pupil Places for a board provided that:
  - satisfactory evidence is submitted to the committee by December 31, 1998 to warrant the undertaking of a technical audit of the facility;
  - a technical audit is undertaken:
    - in accordance with guidelines issued by the Ministry of Education and Training;
    - by an independent engineering or architectural firm reporting both to the board and the Ministry of Education;
  - the results of the technical audit confirm that the cost to address the deficiencies approaches the cost of building a new school or new space.

  The committee also recommended that the cost of the technical audit be borne by the school board.

Schools Not Being Used for Instructional Purposes Rule

- The committee recommended that boards be permitted to exclude former schools that they are currently using solely for administrative or plant operations purposes from their capacity provided that:
  - the facility is not suitable for use as a school without major renovations; and
  - each of the co-terminous boards declines an offer to acquire the facility at no cost for use as a regular day school.

Non-Instructional Facilities

On Sept 29, 1998 the Ministry of Education and Training released its determination of capacities board by board, building by building. Regarding facilities owned by The Hamilton-Wentworth District School Board all buildings have been pupil loaded with the exception of the Education Centre at 100 Main Street West, Hamilton. The capacity assigned by the Ministry of Education and Training to each non-instructional facility is as follows:

Site Name	1998 Ministry Capacity	Gross Floor Area sq. ft.	Original Construction Date
Elementary			
Binkley	150	12,144	1964
Education Centre	—	97,000	1967
Jerseyville	75	7,500	1910
Memorial - Ancaster	309	27,470	1947
Pioneer Memorial	200	11,520	1953
University Gardens	150	10,340	1957
Vincent Massey	250	19,647	1957
Elementary Totals	**1,134**	**185,621**	
Secondary			
Ainslie Wood	747	86,664	1970
Briarwood - Building	506	69,115	1963
Crestwood - Structure	594	55,210	1962
Secondary Totals	**1,847**	**210,989**	
Grand Totals:	**2,981**	**396,610**	

In order to minimize the impact on current active schools, it is the opinion of Executive Council that whatever action necessary should be taken to eliminate the capacity associated with non-instructional facilities. The Property Subcommittee of the Local Education Improvement Committee recommended that the new District School Board accept as a target a 50% reduction in the number of sites used for administrative functions. In verbal consultation with Ministry of Education and Training staff, it has been confirmed that no exemption from capacity inventory will be made with respect to facilities devoted exclusively to the provision of Continuing Education programming.

The fairness of simply allowing one existing facility to be non-pupil loaded in recognition of the need for administrative space should be questioned. There does not appear to be any rationale offered by the Ministry of Education and Training for this approach. The fact that no recognition has been given to the pressures created in jurisdictions subject to amalgamation pressures does not seem appropriate. The former boards both utilized old schools for administrative purposes. The Education Centre, built in 1967, is the only facility specifically built for administrative purposes. The former City Board has utilized various old schools for spillover administrative requirements rather than additions to the main office or a new facility. In particular, the Crestwood structure has been utilized to house various administrative departments in recent years. The former County Board utilized the Memorial Building in Ancaster as its board office for approximately 18 years. Significant renovations were undertaken to convert the building for this use. University Gardens has been utilized in the county for program services staff for more than 18 years. The approach taken by the Ministry of Education and Training appears to disadvantage boards that utilized old schools for administrative purposes in favour of boards that invested in administrative structures

specifically built for this purpose.

Prior to the release of the Ministry of Education and Training capacity data, Executive Council had identified the need to retain the Education Centre, Crestwood and Memorial Building - Ancaster for administrative purposes. This approach is in line with the recommendation of the LEIC Property Subcommittee and Executive Council remains supportive of this approach as long as capacity is reduced to nil. Consequently, it is recommended that the Ministry of Education and Training be requested to reconsider the pupil loading of these buildings.

Application of Costs of Repairs Prohibitive Rule

In order to utilize this rule to effect a reduction in capacity inventory the cost of the deficiencies must approach the cost of building a new school. In addition, the Board must be willing to sustain the cost of a technical audit to substantiate the extent of the deficiencies. This approach would be warranted in the circumstance that the fair market value of the lands is in excess of the cost to demolish the existing building structure and the cost of the technical audit. Should this be the case the Board would be able to reduce its capacity inventory and retain the net proceeds from the sale.

The only facility that may fit this criteria is Ainslie Wood. Ainslie Wood has been essentially vacant for 4 years as a result of significant asbestos issues. In addition, the building has deteriorated from lack of attention as scarce resources have been diverted to more pressing needs. The cost to address these deficiencies is conservatively estimated by Plant staff to exceed the cost of building a new school. Ultimately, it may be advisable to demolish the structure and sell the vacant land for fair market value. Executive Council recommends that a report be prepared estimating the value of any net proceeds that may accrue to the Board by this course of action.

Application of Not In-Use for Instructional Purposes Rule

In order to utilize this rule to effect a reduction in capacity inventory the facility must be deemed to be not suitable for use as a school without major renovations. If this condition holds the facility must also be offered to co-terminous boards at no cost for use as a regular day school. Should the co-terminous boards decline this offer, the capacity inventory is reduced and the Board is allowed to retain the property for its own use or disposal. Proceeds from such disposals may be retained by the Board and held in reserve. These reserves may utilized by the Board to address building renewal or renovation costs of its administration facilities. Alternative sources of funding for such costs, within the new grant model, is severely limited. These proceeds may also be utilized to address instructional accommodation issues.

Ministry of Education and Training staff could not provide a working definition of major renovation when this question was presented on October 16, 1998. However, the Instructions for the Updating of the Costing Framework for 1996 and 1997 dated May 30, 1997 may provide some guidance regarding this question. In particular, the following statement is instructive: "Projects in the range of $50,000. to $100,000. and over are normally considered capital projects, not maintenance." This document is recognized as an authority in the Legislative Grants regulation (O. Reg 287/98 s 51 (3) 1.) applicable to the 1998/99 year. The statement is intended to differentiate regular maintenance costs from capital projects. It is suggested that a reasonable working definition of major renovation could be a capital project in excess of $100,000.

Plant staff have estimated that the following non-instructional facilities require renovation work in excess $100,000. before they would be suitable for use as a regular day school:

- Memorial - Ancaster

- Pioneer Memorial
- Vincent Massey
- Crestwood - structure

It is recommended that these facilities be offered to the co-terminous boards at no cost for use as regular day schools. Crestwood and Memorial Building would only be offered if the Ministry of Education and Training does not accede to the request to reduce capacity to nil.

Primary Rule

If a facility does not fit either of the Costs of Repairs are Prohibitive Rule or Not Being Used for Instructional Facilities Rule the facility is deemed to be an instructional facility. The only remaining way to reduce capacity inventory is to declare the facility surplus to Board needs and offer at no cost to the co-terminous boards and the Ontario Realty Corporation.

Consequently, it is recommended that the Board declare the following facilities as not required for the purposes of the board:

- Binkley
- Jerseyville
- University Gardens
- Briarwood - Building

Jerseyville is currently leased to the Will Academy and is used as a private school. This lease may be terminated effective June 30, 1999. Staff currently resident at University Gardens will moved out of this location by June 30, 1999. Briarwood is used to accommodate Continuing Education and Brock University leases a portion of the building. The Brock lease expires on August 31, 1999.

Education Service Zones

In order to provide a conceptual framework for approaching the accommodation question that is educationally and financially sound, Executive Council has established Education Service Zones that subdivide the region into logical geographic sectors. Given the fact that secondary schools typically draw from a broader base than elementary schools, education service zones for secondary schools reflect a wider territory. Children resident within a particular zone should be able to attain their entire elementary and secondary education within that zone. The intent is to work towards the provision of full education service within each zone. Such designations will also provide a framework that will assist with policy development and program development within the entire system in future.

Elementary Zones were determined by the following factors:

- Natural divides such as the escarpment, the Red Hill Creek, Highway 403 and Regional boundaries were utilized to define the zones.
- The escarpment will serve as a natural boundary in order to eliminate the need for students to travel up and down the mountain.
- Zones established without reference to municipal boundaries or current individual school catchment areas.
- Overriding criteria has been to establish communities of schools purely based on the accommodation perspective.

Secondary Zone definitions have been established by combining various elementary zones to form a larger frame of reference. See attached Appendix D for Education Service Zone maps.

Advantages of this conceptual framework have been identified as follows:

1. Natural divides have been taken into consideration, forming a logical base from which to address accommodation requirements.
2. The region has been captured in manageable sections, generating the opportunity to assess each section independently with respect to its own frame of reference.
3. Student transportation across natural dividing points will be minimized and costs could minimized.
4. Establishment of zones create a community reference for students and parents.
5. Education Service Zones also provide a logical and consistent framework for future policy and program development ranging from planning to transportation to accessibility to french immersion requirements.

Impact of Various Program Related Issues on Accommodation

Executive Council identified the following program related issues that may impact on accommodation:

- Junior Kindergarten
- French Immersion
- Special Education/Glenwood Program
- Vocational Schools
- Intermediate Division in Secondary Schools

Junior Kindergarten

If Junior Kindergarten was expanded into the County and the estimated enrolment impact was based on County June, 1998 SK enrolment:

Zone	1	2	3	4	5	6	7	8	9	Total
F.T.E.	163.5*	96.0	----	---	109.5	108.5 *	11.0	15.0	113.5 *	617.0

* zones already at or exceeding capacity (381.5)

231.5

JK Transition Committee - selected data:

		Number of Students	F.T.E.
City			
62 sites		2,404	1,202
County			
Scenario 2D	# sites to be implemented		
September 1998	3		
January 1999	3		
September 1999	14		
September 2000	14		
	34		
34 classes x 25			850
		1,700	

Note: June 1998 County SK enrolment represents a more conservative estimate.

French Immersion

Discussion:

- identify schools for program based on secondary zones
- Norwood is currently the only single-track school → leave Norwood single-track, assume others will be double track

Schools currently designated as French Immersion sites:

			Data Per F.I. Transitions Committee Report F.T.E.
Zone A			
	G.R. Allan	JK-5	108.5
	Dalewood	6-8	79.0
Zone B			
	Earl Kitchener	JK-5	194.5
	Sanford Ave.	JK-5	56.0
	A.M. Cunningham	JK-5	97.5
	Ryerson	6-8	69.0
Zone C			
	Glen Echo	JK-5	86.0
	Glen Brae	6-8	87.0
Zone D			
	Peace Memorial	JK-5	82.0
Zone E			
	Norwood Park	SK-8	353.5
			1,213.0

Special Education/Glenwood

Discussion:

- City Mountain accessibility model should be expanded across region → could be based on Secondary zones.

- Provision of Special Education programs could be based on Elementary zones. Once established, students could then be accommodated within their home zone regardless of exceptionality.
  Exceptions:
  - Glenwood program
  - severe accessibility: frame of reference secondary zone

- Confirmed Glenwood program will be moving to Fairview. However, Fairview could also be utilized to accommodate regular day school program.

Vocational Schools

Discussion:

- Identified current programs:
  - Highland — Composite Schools
  - Saltfleet
  - Mountain — Vocational Schools
  - Parkview

- Not all students are placed at Mountain and Parkview as a result of an I.P.R.C.

- Delivery options:
  - offer program within a Composite School
  - wing of a Composite School devoted to Vocational program; school within a school concept
  - Vocational School: whole building devoted to Vocational program

- Ruled out converting Elementary school to be utilized as a Vocational school.

Executive Council determined to endorse the delivery of the vocational program on the basis of a school within a school concept.

Intermediate Division in Secondary

Discussion:

- Noted that in many boards the Secondary schools represent their best facilities. Moving 6-8 or 7-8 into Secondary facilities may be a strategy to preserve these buildings.
- Cons:
  - general caution expressed regarding mixing the two divisions
  - impact on collective agreements will need to be researched
  - serve to increase Elementary school closure target
- Pros:
  - every effort should be made to preserve excellent full-service facilities
  - academically has worked in other boards
  - may provide an additional option that could appease upset communities

- Conclusion: Continue to approach accommodation issue by panel. However, concept may be revisited depending on zone circumstances.

Notes:

- New Pupil Place Grant/student:

Elementary	$1,100
Secondary	$1,560

Ministry staff have verbally indicated that if elementary students were moved into secondary facilities; the capacity of the former secondary school would be recalculated to reflect space devoted to elementary purposes and space devoted to secondary purposes. The space devoted to elementary purposes would be included in the board's inventory of elementary capacity in the calculate of new pupil place grants.

School Recommendations

Appendix E provides a complete listing of the Board's instructional facilities by zone. Appendix F provides a summary of the Board's current capacity status.

Schools Recommended for Potential Closure

Executive Council reviewed the listing of instructional facilities on a zone by zone basis. The criteria listed in the School Closure Policy was applied to assist in the identification of schools for potential closure. Appendix G includes a schedule for each zone documenting the schools recommended for potential closure, the rationale for each identification and a preliminary plan for the re-distribution of the student body. Also included is a summary for each zone indicating the impact such closure(s) would have on the zone capacity status and the estimated impact of enrolment growth or decline by the year 2003.

Appendix H provides a summary of the impact the foregoing closure(s) would have on the Board's capacity status.

Schools That May Be Considered for Potential Closure

The impact of estimated elementary enrolment growth or decline by the year 2003 on excess capacity, assuming the schools recommended for potential closure are removed from capacity and that Junior Kindergarten is expanded into the County, is as follows:

	Estimated Excess Capacity September 1, 1999	Five Year Enrolment Numbers Increase (Decrease)		Estimated Excess Capacity by Year 2003
Zone		JK	Other	
1	(448.5)	163	470	(1,081.5)
2	363.0	96	32	235.0
3	543.5	--	250	293.5
4	229.5	--	63	166.5
5	32.5	109	499	(575.5)
6	(120.5)	108	290	(518.5)
7	467.0	11	343	113.0
8	554.5	15	484	55.5
9	(383.0)	113	157	(653.0)
	1,238.0	615	2,588	(1,965.0)

This would suggest that the Board would have positioned itself to receive new pupil place grants for approximately 1,965 elementary students by the year 2003/2004 or earlier. However, should the Board desire to maximize new pupil place grants, Executive Council would suggest that additional schools be identified for potential closure from the schools listed on Appendix I. Schools have been placed on this list for any or all of the following reasons:

- not optimum size
- site acreage limited
- poor building design/condition
- enrolment in area of school expected to decline
- excess capacity in zone

Schools Not Recommended for Potential Closure

Executive Council would further suggest that the schools listed on Appendix J not be recommended for potential closure at this time. These schools have been included on this list for any or all of the following reasons:

- school strategically located within the zone
- enrolment in area of school expected to increase
- building design/condition considered adequate or better

Conclusion

Executive Council respectfully submits the foregoing report for trustee consideration. In so doing, the Supervisory Officers are aware of the keen sense of loss that the neighbourhoods affected are likely to experience throughout this process. However, every attempt has been made to deal with the accommodation question from a balanced standpoint and provide recommendations that are appropriate to the circumstances resident within each education service zone and enhance the efficient use of resources that will serve to provide a safe environment that is conducive to learning on behalf of all students.

The Hamilton-Wentworth District School Board

Accommodation Review
October 22, 1998

Appendices

Appendix A	School Cost Financing Analyst
Appendix B	Capacity Formula
Appendix C **	The Hamilton-Wentworth District School Board Capacities by Panel as per the Ministry of Education and Training
Appendix D	Education Service Zone Maps
Appendix E **	Listing of Schools by Zone
Appendix F	Board Current Capacity Status
Appendix G **	Potential Closure Recommendations
Appendix H **	Board Capacity Status, Assuming Closure of Schools Recommended for Potential Closure
Appendix I **	Schools That May be Considered for Potential Closure
Appendix J **	Schools Not Recommended for Potential Closure
Appendix K	Ministry of Education and Training Timelines
Appendix L	Board approved "School Closure Policy"
Appendix M	Transition Strategic Plan

**** Confidential - for trustee consideration only.**

20-Oct-98

School Cost Financing Analysis

		Example Elementary	Example Secondary
	Cost/sq ft:		
*	Construct/taxes	89.96	93.78
*	Architect/design	7.20	7.50
	Furn/Equipt	19.84	24.72
**		117.00	126.00
*	MET consultants report on capital funding		
**	Tech Paper pg 34		
	New School Cost:		
*	Enrolment	500.00	1,000.00
	Sq ft / FTE	100.00	130.00
	Construct/taxes	4,498,000.00	12,191,400.00
	Architect/design	360,000.00	975,000.00
	Furn/Equipt	992,000.00	3,213,600.00
		5,850,000.00	16,380,000.00
	Annual New Pupil Grant:		
	Enrol	500.00	1,000.00
	Sq ft / FTE	100.00	130.00
	Grant / Sq ft	11.00	12.00
	Geogr factor	1.00	1.00
	Annual Grant	550,000.00	1,560,000.00
	Present Value Calc:		
	Cashfl/yr - 25yrs	550,000.00	1,560,000.00
	Rate	8.04%	8.19%
	Calculated NPV	5,851,121.81	16,385,897.15

Memorandum to: Drew Nameth and John Sabo
Co-Chairs, Pupil Accommodation Review Committee

From: Norbert Hartmann

Date: September 29, 1998

Subject: Recommendations regarding the Calculation of School Capacity

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As I indicated to you in my memorandum of August 19, 1998 acknowledging receipt of the report of the Pupil Accommodation Review Committee dated August 14, 1998, the Ministry of Education and Training is very appreciative of the work that you and your committee members have undertaken to develop recommendations to determine the capacity of elementary and secondary schools on a consistent basis across the province. I compliment you on a thorough, objective and professional analysis of this very important issue.

I am pleased to inform you that the Ministry has completed its review of your report, and in general, is supportive of the recommendations made. Specifics regarding the ministry response to each of your specific recommendations and decisions taken with respect to the implementation of those recommendations are attached.

Again, I thank you and your colleagues for your input, and look forward to receiving your recommendations with respect to the implementation of an appropriate accountability framework for the Pupil Accommodation Grants now that the issue of capacity measurement has been effectively addressed.

Yours sincerely,

Original Signed By

Norbert Hartmann
Assistant Deputy Minister
Elementary/Secondary Operations

cc: Directors of Education

Recommendation	Ministry Response
Standard Loading Factors	
1. The committee recommended that the capacity of individual classrooms, i.e. general instructional spaces of at least 700 square feet (64 m^2) be identical to the average class size limits specified in the *Education Act*, i.e. 25 for elementary schools; and 22 for secondary schools.	• Accepted. To be implemented effective 1998-99
2. The committee recommended that the capacity of these remaining "open concept" spaces be determined by dividing the total area by 900 square feet (which reflects the size of a standard classroom plus additional area required for circulation) and multiplying the result (rounded to the nearest whole number) by the capacity of a regular classroom.	• Accepted. To be implemented effective 1998-99
3. The committee also recommended that in schools with 10 or more classrooms (or equivalent) the capacity of one of the classrooms be deemed to be 9 in recognition of special education needs.	• Accepted. To be implemented effective 1998-99
The committee also recommended that the capacity of one of the classrooms in schools with fewer than 10 classrooms be deemed to be 9 if that school currently offers a special education program in a self contained class. Similarly, the committee recommended that if a school with more than 10 classrooms offers special education programming in two or more self contained classes, the capacity of each of those classrooms be deemed to be 9.	• Accepted. To be implemented effective 1998-99
4. The committee recommended that the capacity of special purpose rooms (i.e. general instructional space of less than 400 square feet (38 m^2) be deemed to be zero.	• Accepted. To be implemented effective 1998-99
5. The committee recommended that the capacity of general instructional space ranging in size from 400 to 700 square feet (38 to 64 m^2) be deemed to be 12.	• Accepted. To be implemented effective 1998-99
6. The committee recommended that the capacity of spaces converted into a second Library Resource Centre or Staff Room, for example, be deemed to be the same as for regular classrooms, if the space is greater than 700 square feet; 12, if the space is between 400 and 700 square feet; and zero, if the space is less than 400 square feet.	• Accepted. To be implemented effective 1998-99

Recommendation	Ministry Response
Treatment of Specialized Spaces within Schools	
1. The committee recommended that for purposes of determining the capacity of elementary schools (Junior Kindergarten to Grade 8), the capacity of the specialized spaces within schools be as outlined on page 4 of the Committee's Report dated August 14, 1998 (Copy attached).	• Accepted. To be implemented effective 1998-99
2. The committee recommended that for purposes of determining the capacity of secondary schools (Grade 9 to OAC), the capacity of the specialized spaces within schools be as outlined on page 5 of the Committee's Report dated August 14, 1998 (Copy attached).	• Accepted. To be implemented effective 1998-99
Treatment of Temporary Accommodation	
1. The committee recommended that portables and portapaks not be included in the calculation of permanent school capacity.	• Accepted. To be implemented effective 1998-99.
2. The committee, however, recommended that relocatable classroom modules be included in the calculation of permanent school capacity provided that they are: • connected to and integrated with the main school building; • on full permanent foundations (i.e., not simply piers or "Sonotubes"); and • non-combustible construction such as steel frame or pre-cast concrete.	• Accepted in principle. Independent analysis of relocatable classroom modules to be undertaken in Fall 1998 to determine which should be included as permanent capacity effective 1999-00. All relocatables to be deemed to be permanent capacity in determining Grants for New Pupil Places in 1998-99.
Treatment of Leased Facilities	
1. The committee recommended that the capacity of leased schools be included in the inventory of the board who owns the facilities and not included in the inventory of the board leasing the facilities.	• Accepted in principle. Review of all leased facilities to be undertaken in Fall 1998 to determine appropriate capacity adjustments to be implemented effective 1999-00. All leased facilities to be deemed to be part of the permanent capacity of the "Lessee" board in determining Grants for New Pupil Places in 1998-99. To ensure no adverse financial impact on boards with lease costs, grants will be provided to boards in 1998-99 to cover the capital component of leases up to the cost of those leases in 1997.

Recommendation	Ministry Response
Facilities to be Excluded from Capacity Calculations	
1. Schools where the Costs of Repairs are Prohibitive The committee recommended that individual schools or school space may be excluded from the capacity used to determine Grants for New Pupil Places for a board provided that: • satisfactory evidence is submitted to the committee by December 31, 1998 to warrant the undertaking of a technical audit of the facility; • a technical audit is undertaken: • in accordance with guidelines issued by the Ministry of Education and Training; • by an independent engineering or architectural firm reporting both to the board and the Ministry of Education and Training; • the results of the technical audit confirm that the cost to address the deficiencies approaches the cost of building a new school or new space.	• Accepted. To be implemented effective 1999-00.
The committee also recommended that the cost of the technical audit be borne by the school board.	• Accepted.
2. Schools not being used for Instructional Purposes The committee recommended that boards be permitted to exclude former schools that they are currently using solely for administrative or plant operations purposes from their capacity provided that: • the facility is not suitable for use as a school without major renovations; and • each of the co-terminous boards declines an offer to acquire the facility at no cost for use as a regular day school.	• Accepted. To be implemented effective 1999-00.

3-27

The committee recommends that for purposes of determining the capacity of elementary schools (Junior Kindergarten to Grade 8), the capacity of the following types of spaces be:

Deemed to be 25

Art Room
- space configured similar to classroom
- program can be delivered in regular classroom setting

Class Room/Relocatable Unit meeting Criteria
- space configured for general instructional use

Commercial Room
- space configured similar to classroom
- program can be delivered in regular classroom setting

Computer Room
- space configured similar to classroom
- program can be delivered in regular classroom setting
- computers are available for students in most classrooms or in Library Resource Centres

French Room
- space configured similar to classroom
- program can be delivered in regular classroom setting

Family Studies Room
- space configured similar to classroom
- program has changed so that content is delivered as part of regular classroom programming

Kindergarten
- Deemed capacity reflects the maximum average class size for elementary schools

Science Room/Laboratory (Physics, Chemistry and Biology)
- space configured similar to classroom
- specialized space required for only a portion of the instructional time
- typically students who take most of their classes in these rooms move to the classroom vacated by students who are making use of the specialized space

Lunch Room
- space configured similar to classroom
- typically boards will use this space to accommodate enrolment pressures before adding a portable to the school

Music Room (Vocal)
- space configured similar to classroom
- program can be delivered in regular classroom setting

Deemed to be Zero

Auditorium
- typically, pupils vacate classrooms to use the Auditorium. The vacated classrooms are not filled

Cafeteria/Cafetorium
- Space not used for instructional purposes

Change Rooms
- Space not used for instructional purposes

Child Care Centres
- Reflects government policy decision not to include space used as child care centers prior to January 1, 1998 in the calculation of a school's capacity

General Purpose Room/Gymnasium/Exercise Room
- typically, pupils vacate classrooms to use the gymnasium. The vacated classrooms are not filled

Guidance
- Space not used for instructional purposes

Health Unit
- Space not used for instructional purposes

Library Resource Centre
- typically, pupils vacate classrooms to use the Library Resource Centre. The vacated classrooms are not filled

Music Room (Instrumental)
- specialized space often shared by several schools
- typically, pupils vacate classrooms for programming in this room. The vacated classrooms are not filled

Portable/Portapak
- Temporary accommodation

Stages
- typically, pupils vacate classrooms when programming (Theatre Arts, Instrumental Music) is delivered on stages. The vacated classrooms are not filled

Technical/Vocational/Design Technology Room
- significant renovation costs required to convert space for classroom use
- specialized space often shared by several schools
- typically, pupils vacate classrooms for programming in this room. The vacated classrooms are not filled

NOTE (see discussion on loading factors):
- **Special Education rooms are deemed to have a capacity of 9;**
- **General Instructional Space having an area ranging from approximately 400 to approximately 700 square feet are deemed to have a capacity of 12;**
- **Special Purpose Rooms of less than 400 square feet are deemed to have a capacity of 0.**

The committee recommends that for purposes of determining the capacity of secondary schools (Grade 9 to OAC), the capacity of the following types of spaces be:

Deemed to be 22	Deemed to be Zero
Art Room • space may be scheduled for use for instructional purposes throughout the day in a rotary setting	**Auditorium** • provides space for student assemblies during the school day
Classroom/Relocatable Unit meeting Criteria • space configured for general instructional purposes	**Cafeteria/Cafetorium** • Space not used for instructional purposes
Commercial Practice Lab/Room • space may be scheduled for use for instructional purposes throughout the day in a rotary setting	**Change Rooms** • Space not used for instructional purposes
Computer Studies Room • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Child Care Centres** • Reflects government policy decision not to include space used as child care centers prior to January 1, 1998 in the calculation of a school's capacity
Broad-based Technology/Technological Education Rooms • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Guidance** • Space not used for instructional purposes
Family Studies Room • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Gymnasium (1st gymnasium space only)/Exercise Room** • provides space for student assemblies or athletic competitions during the school day
Gymnasium (excluding 1st gymnasium space) • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Health Unit** • Space not used for instructional purposes
Science Laboratory (Physics, Chemistry and Biology) • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Library Resource Centre** • typically used for research or study purposes by students working independently or in groups and not directly supervised by a teacher
Lecture Room • space may be scheduled for instructional purposes throughout the day in a rotary setting for standard sized classes • even though Lecture Rooms typically have more than 22 seats, it is impractical to schedule large groups on a consistent basis	**Lunch Room** • Space not used for instructional purposes
Music Room (Instrumental and Vocal) • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Portable/Portapak** • Temporary accommodation
Theatre Arts • space may be scheduled for instructional purposes throughout the day in a rotary setting	

NOTE (see discussion on loading factors):

- **Special Education rooms are deemed to have a capacity of 9;**
- **General Instructional Space having an area ranging from approximately 400 to approximately 700 square feet are deemed to have a capacity of 12;**
- **Special Purpose Rooms of less than 400 square feet are deemed to have a capacity of 0.**

School Facilities Inventory Database

DSB School Summary

DSB 21 School Type Elementary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
A. M. Cunningham	000728	7993	359	3,713
Adelaide Hoodless	002674	7994	584	6,040
Allenby	013218	7996	225	2,578
Ancaster Sr PS	018961	76	384	5,006
Balaclava PS	050415	202	434	1,289
Bell-Stone PS	041157	6175	200	916
Bellmoore PS	041548	168	309	2,047
Bennetto	043621	7998	283	3,902
Beverly Central PS	047961	186	234	2,154
Billy Green E S	041980	172	431	3,878
Binkley PS		7999	150	1,128
Buchanan Park	068845	8001	259	1,983
Burkholder Drive	070408	8002	271	2,888
C H Bray PS	073130	297	200	1,700
Cardinal Heights	084050	8003	334	3,580
Cecil B. Stirling	089257	8036	509	3,546
Centennial	090131	8037	759	5,597
Central	091723	8038	175	981
Central Park S	093670	381	309	2,608
Chedoke	105503	8039	533	4,564
Collegiate Avenue PS	117986	486	384	2,660
Dalewood	132020	8042	333	5,574
DR J Edgar Davey	147419	8044	434	3,623
Dr John Seaton PS	147427	616	309	3,368
Dundana PS	152951	6177	409	2,860
Dundas Central S	153087	643	546	6,070
Dundas District PS	152897	642	596	5,788
Earl Kitchener	158151	8045	509	4,763

School Facilities Inventory Database

DSB School Summary

DSB 21 **School Type** Elementary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m^2)
Eastdale PS	163481	685	259	2,100
Eastmount Park	163872	8046	384	2,713
Elizabeth Bagshaw	171123	8048	721	8,226
Fairfield	191175	8049	284	2,896
Fairview	not avail.	8050	325	2,067
Fernwood Park	195855	8051	234	1,996
Fessenden PS	196240	807	359	2,844
Flamborough Centre Senior PS	198668	821	270	2,973
Franklin Road	203912	8004	546	3,476
George L. Armstrong	212490	8005	584	5,400
George R Allan	213012	8006	546	4,713
Gibson	214965	8008	459	4,602
Glen Brae Md S	217050	8009	325	3,524
Glen Echo	217301	8010	334	2,626
Glenwood TR School	673013	2995	200	1,480
Gordon Price	222135	8012	471	4,146
Grange PS	227447	956	309	1,585
Green Acres PS	229130	961	434	3,809
Greensville PS	230430	6178	271	2,139
Guy B Brown PS	233552	980	409	1,450
Hampton Heights	242659	8013	484	3,632
Helen Detwiler	252557	8014	496	5,121
Hess Street	254096	8015	534	3,520
Highview	256048	8016	558	4,593
Hillcrest	256692	8018	459	4,496
Hillsdale	259136	8019	358	3,442
Holbrook	261378	8020	321	2,906
Huntington Park	273201	8021	484	3,253

School Facilities Inventory Database

DSB School Summary

DSB 21 School Type Elementary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
James Macdonald	281492	8022	375	2,924
Janet Lee PS	281026	1176	359	1,289
Jerseyville PS	282561	6191	75	697
King George	295566	8024	459	4,981
Lake Avenue	303755	8025	584	5,081
Lawfield	310123	8026	359	3,538
Lincoln M. Alexander	313173	8028	358	3,305
Linden Park	313378	8029	334	2,619
Lisgar	314544	8030	434	3,147
Lloyd George	315192	8031	484	3,951
Lynden PS	325554	6181	150	1,392
Mary Hopkins PS	345873	1477	384	3,351
Memorial Building PS (Ancaster)	361607	6220	309	2,552
Memorial PS (Hamilton)	360309	8033	684	8,739
Memorial PS (Stoney Creek)	361739	1529	334	2,854
Millgrove PS	364983	1543	234	1,247
Mohawk Trail School		8034	134	1,510
Mount Albion PS	375900	1573	509	2,543
Mount Hope PS	376299	1579	409	3,260
Mountain View PS	376949	1582	259	2,374
Mountview	378178	8055	284	2,381
Norwood Park	412309	8056	459	3,797
Parkdale	434272	8057	321	4,163
Parkwood PS	436356	6183	200	1,402
Pauline Johnson	437557	8059	346	2,999
Peace Memorial	437654	8060	459	4,427
Pioneer Memorial PS	445843	6221	200	1,070
Pleasant Valley PS	448940	1829	359	2,824

School Facilities Inventory Database

DSB School Summary

DSB 21 School Type Elementary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
Prince of Wales	454680	8061	734	6,689
Prince Philip	455857	8062	334	2,261
Queen Mary	464430	8063	759	8,754
Queen Victoria	465348	8064	309	2,663
Queens Rangers PS	465860	6343	259	1,841
Queensdale	466387	8065	309	2,805
R A Riddell	467324	8066	584	5,601
R. L. Hyslop	468207	6179	309	2,372
Red Hill	478865	8067	259	2,659
Richard Beasley	480738	8068	284	2,700
Ridgemount	484199	8069	259	2,375
Robert Land	487449	8070	434	4,503
Rosedale	490695	8071	271	1,947
Rousseau PS	493163	2054	309	2,372
Roxborough Park	493295	8072	409	3,160
Ryckman's Corners	494984	8073	150	1,348
Ryerson	495379	8074	346	3,165
Sanford Avenue	594695	8075	833	8,318
Seneca	505536	8077	421	3,140
Sheffield PS	508632	6184	75	1,097
Sherwood Heights	510718	8079	334	2,353
Sir Isaac Brock	515329	8081	284	2,621
Sir Wilfred Laurier	516244	8083	746	7,750
Spencer Valley PS	526983	2198	271	3,252
Stinson Street Jr PS	537101	8085	496	5,195
Stinson Street Jr PS (Elem Alter-Ed Program)	179507	9577	0	
Strathcona	539570	8086	250	2,470
Tapleytown PS	548022	6502	359	2,423

School Facilities Inventory Database

DSB School Summary

DSB 21 **School Type** Elementary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
Thombrae	552445	8087	237	2,080
Tweedsmuir	562840	8088	409	4,837
University Gardens PS	566098	6222	150	961
Vern Ames	570559	8089	309	2,522
Vincent Massey Jr PS	670871	8090	250	1,825
Viscount Montgomery	578703	8091	496	4,767
W. H. BALLARD	579610	8092	783	8,440
Westview	602957	8052	334	3,484
Westwood	603538	8053	359	2,954
Winona PS	615498	2539	433	3,989
Woodward	620300	8054	225	2,014
Yorkview S	624721	2582	259	1,983
Elementary Total			46,366	410,639

School Facilities Inventory Database

DSB School Summary

DSB 21 **School Type** Secondary

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
Ainslie Wood SS	890766	7995	747	8,051
Ancaster H & VS	891894	5208	1,419	19,602
Barton	893455	7997	1,165	13,914
Briarwood SS		8000	506	6,421
Crestwood SS	903205	8041	594	7,320
Delta	903850	8043	1,497	24,154
Glendale	913081	8011	1,175	13,904
Highland SS	916579	5421	967	13,099
Hill Park	916722	8017	1,241	15,341
Mountain Secondary	897957	8035	549	6,484
Orchard Park SS	932507	5568	1,351	15,347
Parkside HS	933880	5579	813	9,197
Parkview	934011	8058	559	6,538
Saltfleet HS	939730	5623	977	14,334
Scott Park	940879	8076	1,473	16,629
Sherwood SS	941328	8078	1,395	16,815
Sir Allan MacNab SS	941719	8080	1,463	17,948
Sir John A Macdonald SS	941883	8082	1,641	17,655
Sir Winston Churchill SS	942448	8084	1,177	16,209
Waterdown DHS	950653	5729	1,033	13,685
Westdale	951820	8093	1,585	22,242
Westmount SS	952478	8094	1,175	13,676
Secondary Total			24,502	308,565

x 10.76

= 3,320,159

School Facilities Inventory Database

DSB School Summary

DSB 21 School Type Other

Hamilton-Wentworth DSB

Name	MIDENT	Facility #	Capacity	GFA (m²)
Champs		6409	0	
Christie Dam	not	8040	0	
Other Total			0	
DSB Total			70,868	719,204

Education Service Zones

RATIONALE FOR ZONES

The zones were determined by the following factors:

- Each zone has at least one secondary school
- Natural dividers such as the escarpment, the Red Hill Creek, Highway 403 and Regional Boundaries were used to determine each zone
- The escarpment serves as a natural boundary in order to eliminate the need for students to travel up and down the mountain to attend school
- Zones were determined in order to keep students in their own areas, i.e. Flamborough students will remain in Flamborough
- The zones ignore municipal boundaries and individual school boundaries as they currently exist

ZONE 1 RATIONALE

Zone 1 is an area that includes the Regional Boundaries on the north and west and the escarpment on the east. The area also includes the north side of Highway #8 to Cooper Road and along Cooper Road to the regional boundary. The boundary was moved along Cooper Road in order to keep Sheffield and Dr. John Seaton Schools in the same zone.

ZONE 2 RATIONALE

Zone 2 includes all of Dundas plus the Hamilton area west of Highway 403. The area is bounded by the escarpment on the north, west and south and includes all of Governors Road.

ZONE 3 RATIONALE

The Escarpment bounds zone 3 to the south, Highway #403 to the west, Hamilton Harbour to the north and Sherman Avenue on the east. Sherman Avenue was chosen as the dividing point because it is approximately the center point between the 403 to the west and the Red Hill Creek to the east.

ZONE 4 RATIONALE

The lower city was divided in half using Sherman Avenue as the middle point between the 403 and the Red Hill Creek. The escarpment is the southern boundary and the harbour is the northern boundary.

ZONE 5 RATIONALE

Zone 5 is predominately lower Stoney Creek, however the zone does include the area east of the Red Hill Creek. The northern boundary is Lake Ontario, the eastern boundary is the Regional Boundary, and the escarpment is the southern boundary.

ZONE 6 RATIONALE

Zone 6 was determined using the escarpment as the northern boundary, running along the escarpment to the Regional Boundary on the east. It includes the east side of Trinity Church Road as the western boundary up to Stonechurch Rd. E. to the escarpment.

ZONE 7 RATIONALE

The boundaries for zone 7 are the Escarpment to Stonechurch Rd. E., down the west side of Trinity Church Rd. to the Regional Boundary in the south, over to Ferris Road to the east side of Upper Wentworth St. back to the escarpment.

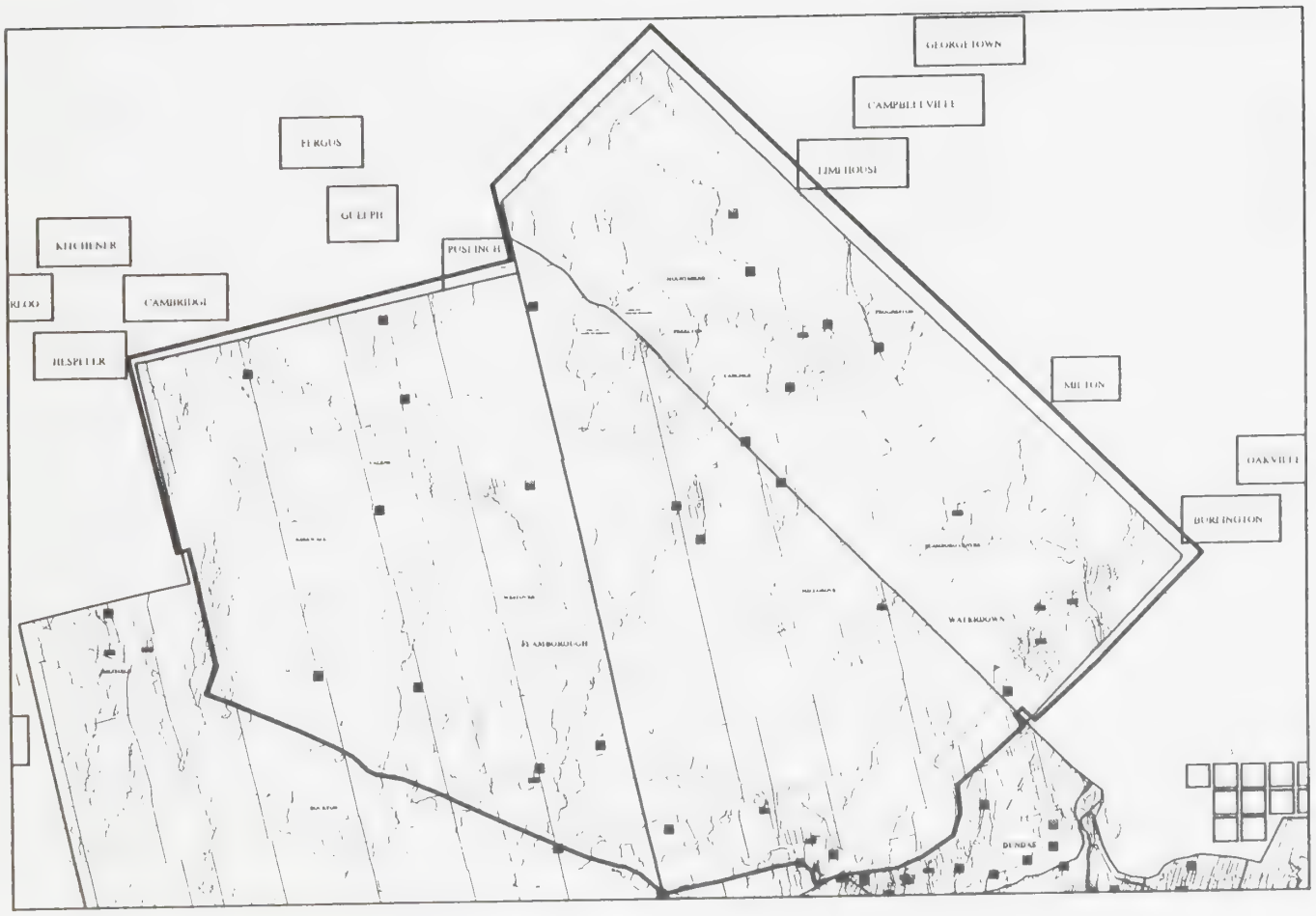
ZONE 8 RATIONALE

Zone 8 is bounded by Upper Wentworth to Ferris Rd on the east, to Highway 403 on the west, to the escarpment on the north, to the Regional Boundary in the south. Upper Wentworth was chosen as the middle point between the 403 to the west and Trinity Church Rd to the east.

ZONE 9 RATIONALE

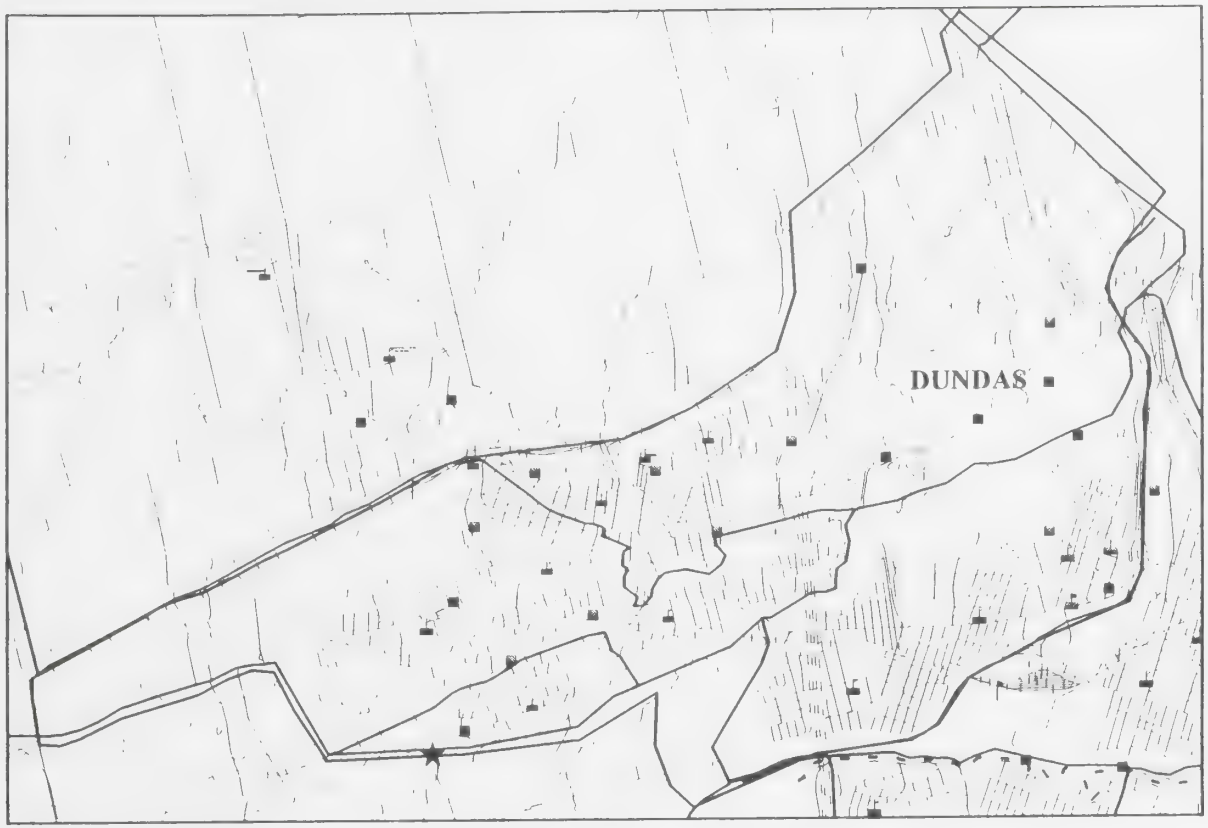
The boundaries for zone 9 are the Regional boundary to the south and west. Highway 403, Wilson St. E/Lower Lion's Club Rd to the east, the escarpment, Governor's Rd, Binkley Rd., and the south side of Highway 8 to the north.

Zone 1



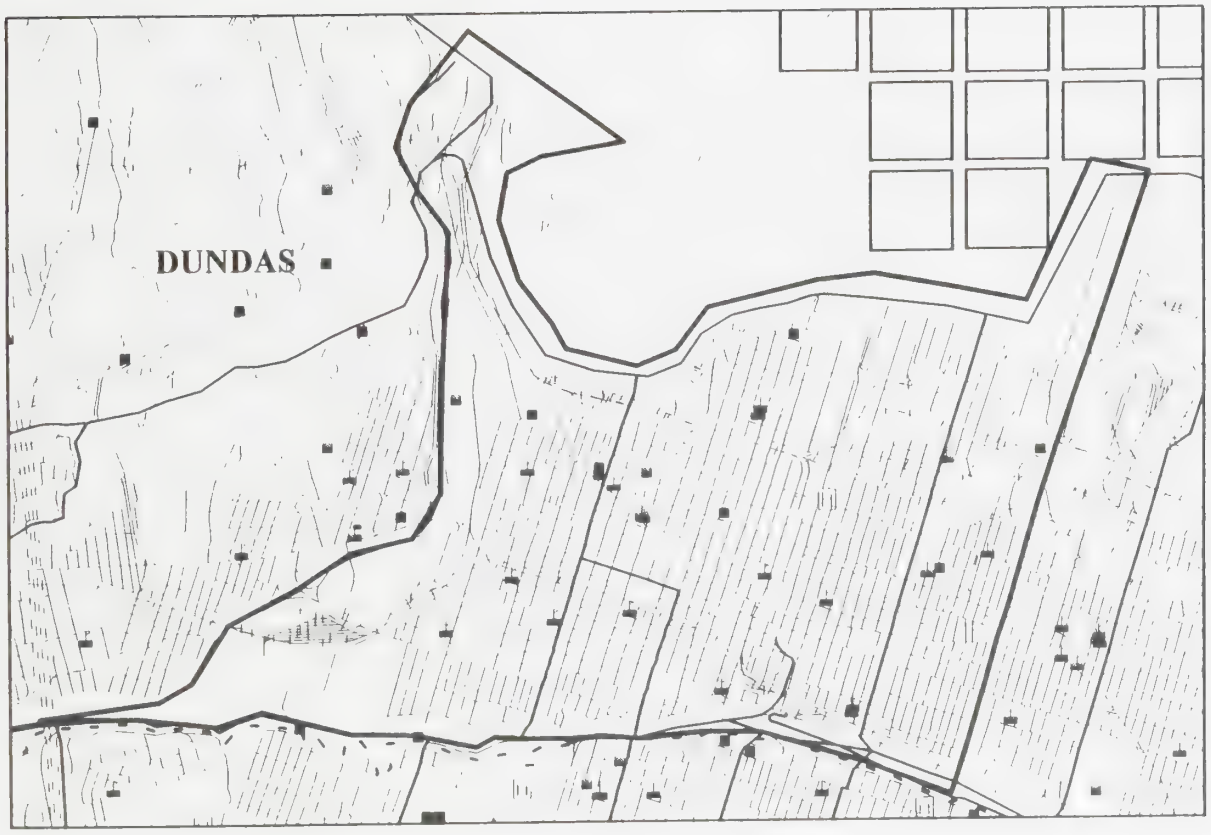
Regional Boundary, East of Cooper Road, Highway 8, Escarpment

Zone 2



Escarpment, Binkley Road, Highway 403, Regional Boundary

Zone 3



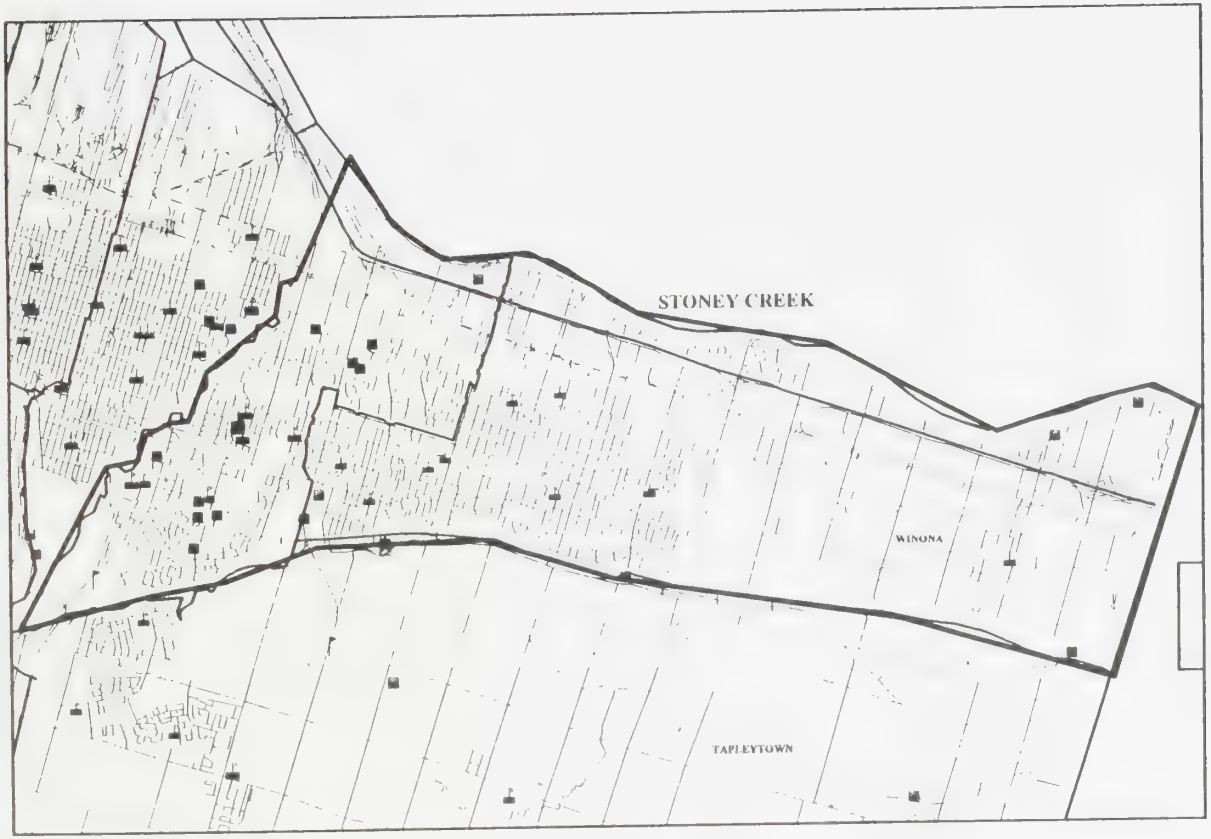
Highway 403, Escarpment, Sherman Avenue, Harbour

Zone 4



Sherman Avenue, Escarpment, Red Hill Creek, Harbour/Lake Ontario

Zone 5



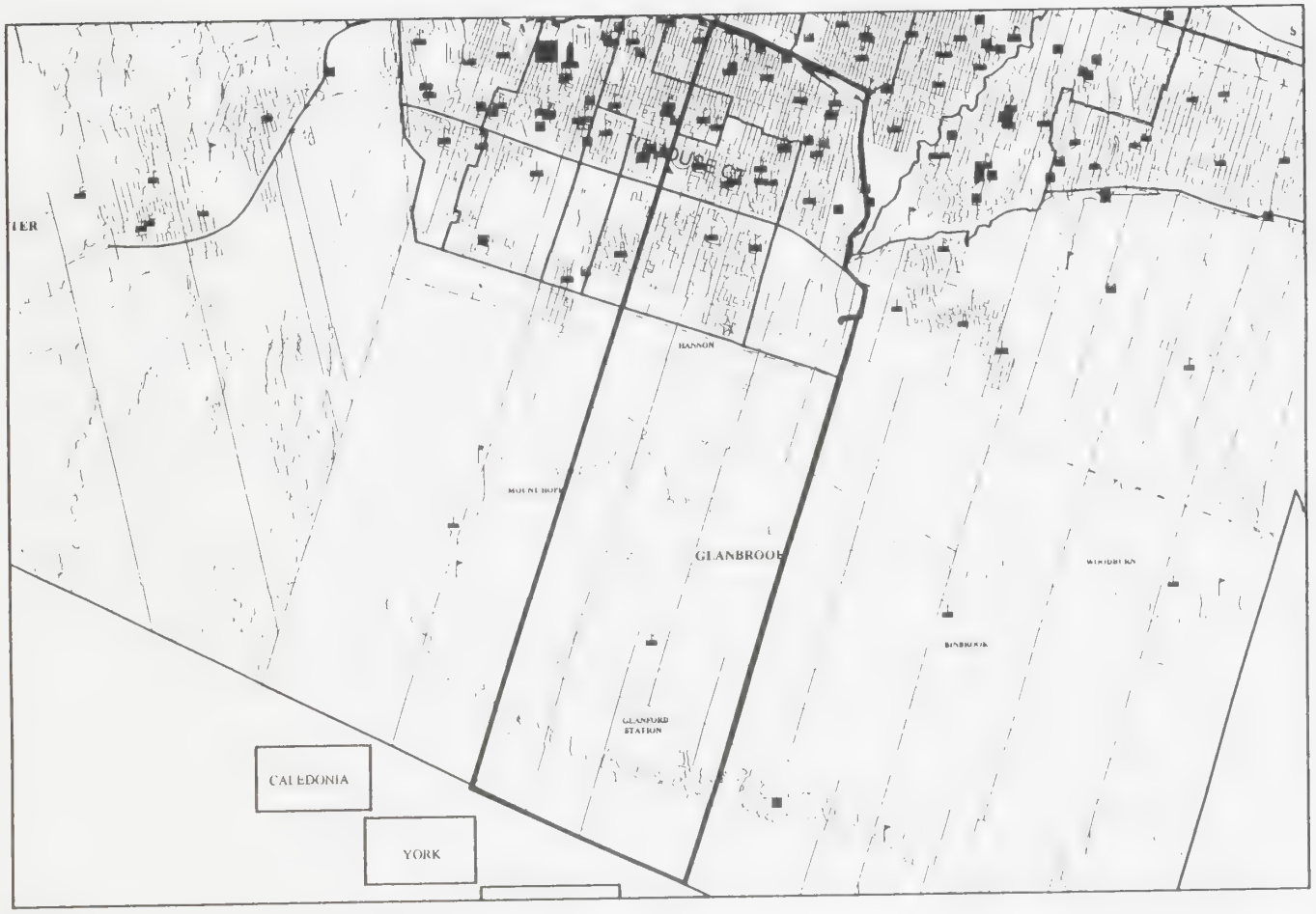
Red Hill Creek, Escarpment, Regional Boundary, Lake Ontario

Zone 6



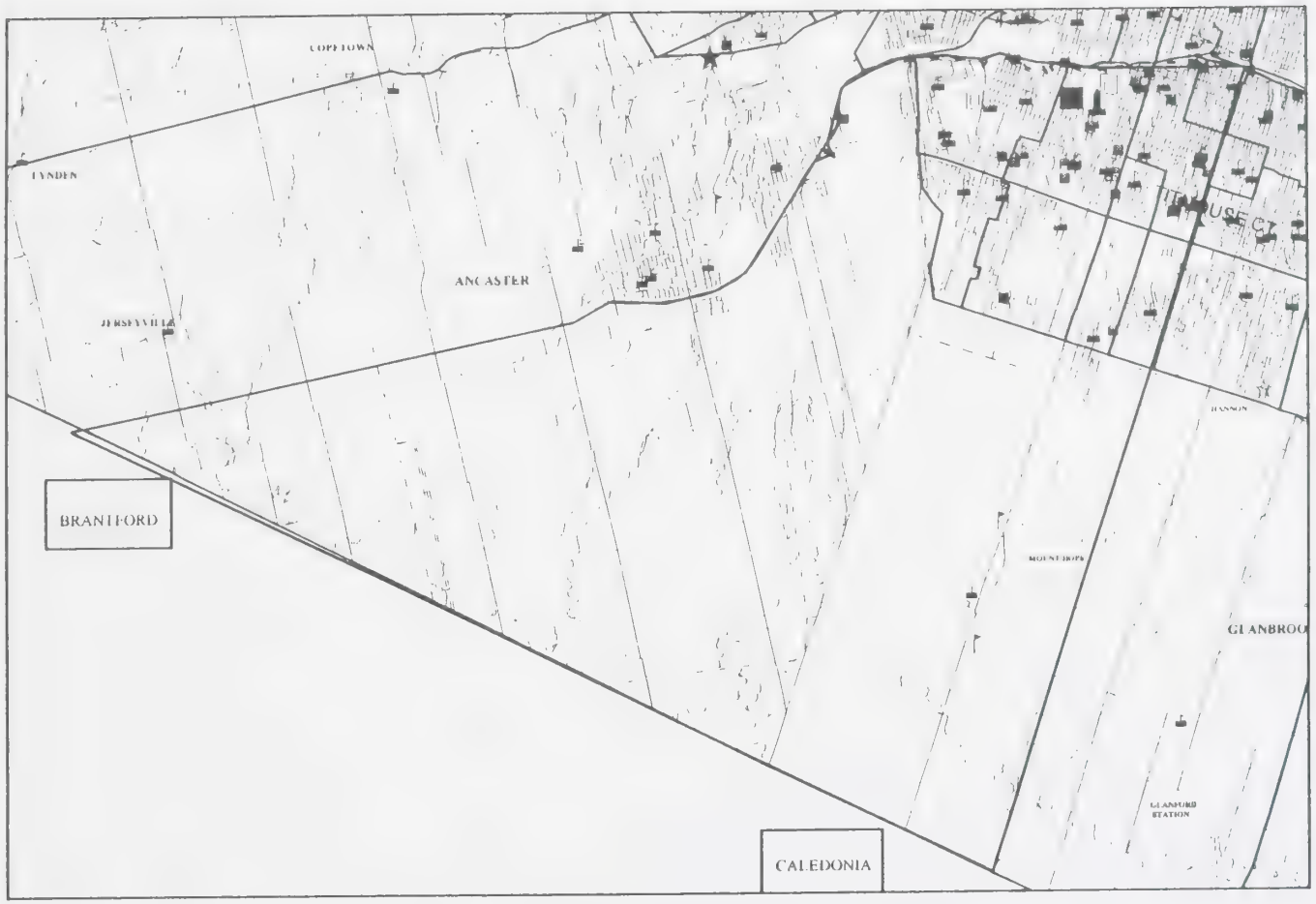
Escarpment, Trinity Church Road (East Side), Regional Boundary

Zone 7



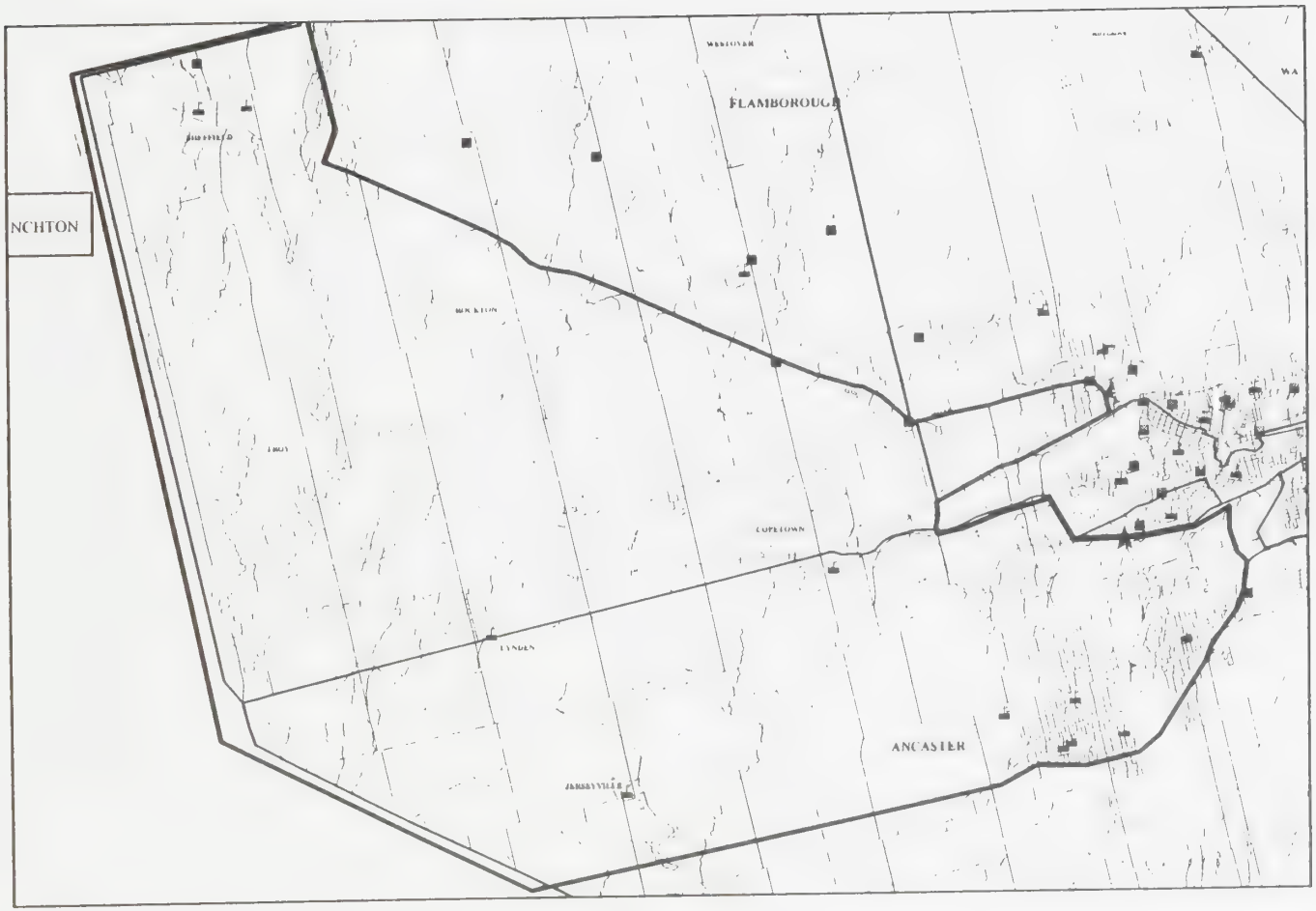
Escarpment, Upper Wentworth Street/Ferris Road, Regional Boundary, Trinity Church Road (West Side)

Zone 8



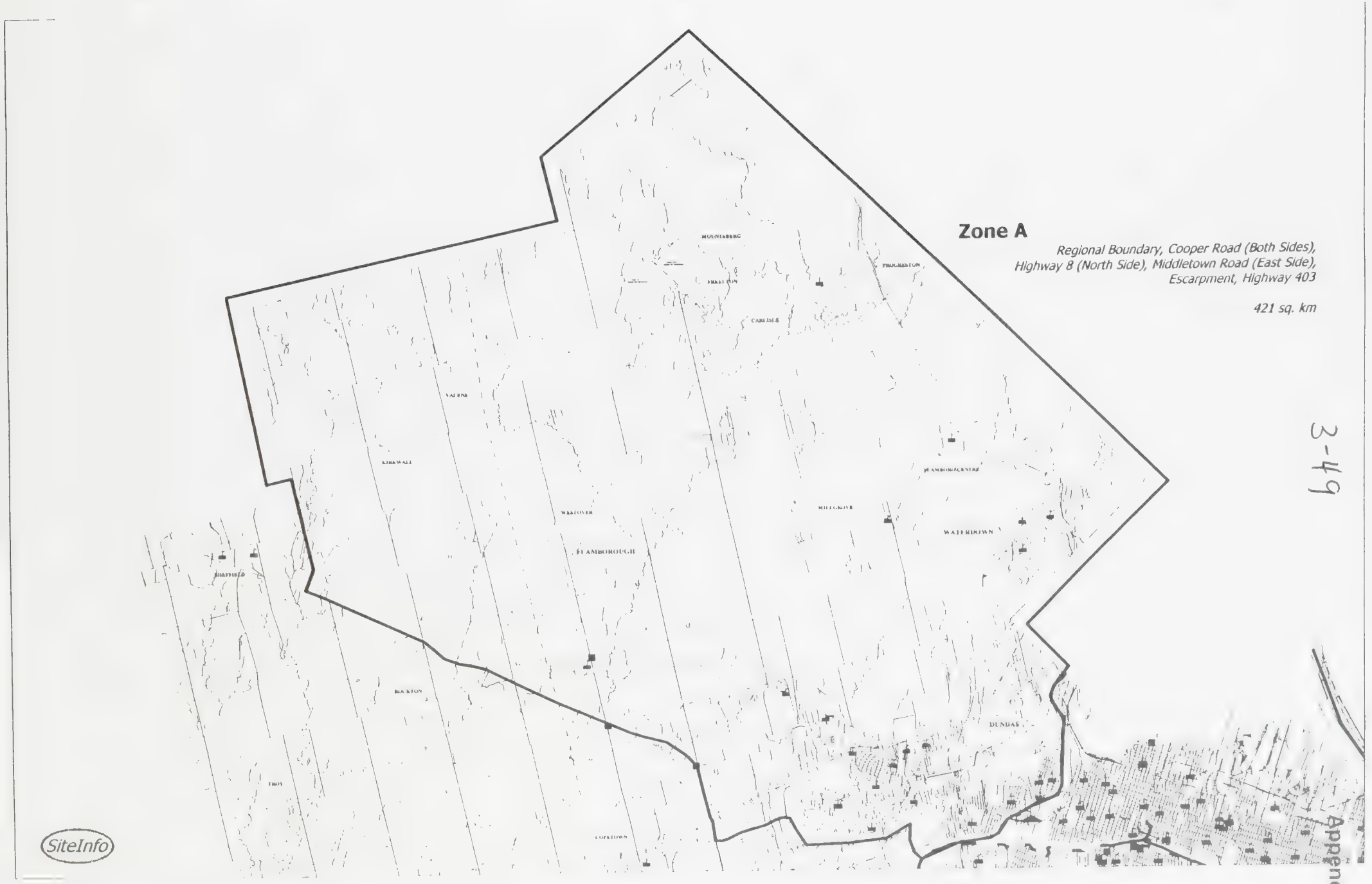
Escarpment, Highway 403, Regional Boundary, Upper Wentworth/Ferris Road (West Side)

Zone 9



Regional Boundary, Highway 403, Escarpment, Binkley Road, Highway 8 (South Side), Cooper Road (Both Sides)


Zone A
Zone B
Zone C
Zone D
Zone E
SiteInfo



3-49

Appendix D

3-50

SiteInfo

Zone B

Highway 403, Escarpment, Red Hill Creek, Lake Ontario, Harbour

56 sq. km

DUNDAS


Zone C
Red Hill Creek, Escarpment, Regional Boundary, Lake Ontario
52 sq. km
STONEY CREEK
WINONA
TAPLEYTOWN

SiteInfo

SiteInfo

Zone D

Upper Wentworth Street/Ferris Road (East Side), Regional Boundary, Escarpment

257 sq. km



Zone E

West of Cooper Road, Regional Boundary, Ferris Road/Upper Wentworth Street (West Side), Escarpment, Middletown Road (West Side), Highway 8 (South Side)

382 sq. km

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
ELEMENTARY								
Zone 1								
BALACLAVA (K-8)	434	473.9	477.0	109.9%	104%	6	1989	10.02
BEVERLY CENTRAL (K-5)	202	143.1	151.0	74.8%	89%		1939	4.00
FLAMBOROUGH CENTRE (K-8)	270	452.1	453.5	168.0%	99%	8	1922	9.71
GREENSVILLE (K-5)	271	227.8	214.5	79.2%	77%		1892	4.85
GUY BROWN (K-6)	159	454.6	438.5	275.8%	19%	14	1964	5.00
MARY HOPKINS (K-6)	384	433.8	455.0	118.5%	76%	6	1920	5.23
MILLGROVE (K-5)	234	222.8	224.0	95.7%	90%	1	1915	3.60
SPENCER VALLEY (6-8)	268	247.6	257.0	95.9%	90%		1968	8.34
Zone 1 Totals:	**2,222**	**2,655.7**	**2,670.5**	**120.2%**	**79%**	**35**		**50.75**

3-54

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*Sept. 30 Enrolment vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone 2								
CENTRAL PARK (K-5)	309	334.9	334.5	108.3%	37%	1	1956	5.26
DALEWOOD (6-8) (FI)	298	406.9	424.0	142.3%	11%	2	1948	4.99
DUNDANA (K-6)	409	272.5	271.5	66.4%	70%		1953	5.92
DUNDAS CENTRAL (K-6)	514	182.7	183.5	35.7%			1854	2.40
DUNDAS DISTRICT (6-8)	593	561.2	557.0	93.9%	66%	1	1929	4.21
FAIRVIEW ()	197	54.8	49.0	24.9%			1976	2.39
G. R. ALLAN (JK-5) (FI)	546	348.5	364.0	66.7%		3	1927	4.00
PLEASANT VALLEY (K-6)	343	206.0	209.5	61.1%	6%		1966	4.38
PRINCE PHILIP (JK-5)	334	245.0	255.5	76.5%	11%		1953	5.41
YORKVIEW (K-5)	234	245.6	251.5	107.5%	20%	4	1954	5.15
Zone 2 Totals:	**3,777**	**2,858.1**	**2,900.0**	**76.8%**	**29%**	**11**		**44.11**

3-55

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
Zone 3								
ALLENBY (JK-5)	225	104.0	95.5	42.4%			1920	1.26
BENNETTO (6-8)	283	295.0	272.0	96.1%		3	1966	7.28
CENTENNIAL (JK-5)	743	460.9	477.5	64.3%			1966	2.87
CENTRAL (JK-5)	175	133.2	148.0	84.6%		1	1851	2.78
DR. J. EDGAR DAVEY (JK-5)	418	298.0	287.0	68.7%			1971	1.87
EARL KITCHENER (JK-5) (FI)	509	387.1	363.0	71.3%			1915	1.85
GIBSON (JK-5)	459	228.7	212.5	46.3%			1892	1.27
HESS STREET (JK-6)	534	317.8	304.5	57.0%			1974	1.80
QUEEN VICTORIA (JK-5)	293	232.2	242.0	82.6%			1964	1.72
ROBERT LAND (JK-5)	402	215.3	225.5	56.1%			1914	2.15
RYERSON (6-8) (FI)	346	373.2	370.0	106.9%		3	1975	2.11
SANFORD AVENUE (JK-5) (FI)	817	373.7	363.5	44.5%			1932	6.51
STINSON STREET (JK-5)	496	313.4	305.0	61.5%			1894	1.48
STRATHCONA (JK-6)	234	150.0	134.5	57.5%			1985	1.13
TWEEDSMUIR (6-8)	377	411.9	379.0	100.5%			1909	0.91
Zone 3 Totals:	**6,311**	**4,294.4**	**4,179.5**	**66.2%**		**7**		**36.99**

3-56

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*Sept. 30 Enrolment vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone 4								
A. M. CUNNINGHAM (JK-5) (FI)	359	303.0	297.5	82.9%		1	1929	4.52
ADELAIDE HOODLESS (JK-8)	584	549.5	525.5	90.0%			1912	2.14
FAIRFIELD (JK-5)	284	223.8	214.5	75.5%			1915	2.40
HILLCREST (6-8)	411	355.4	348.0	84.7%	25%		1920	5.65
HILLSDALE (JK-5)	358	236.6	247.5	69.1%	5%		1971	5.65
KING GEORGE (JK-6)	443	216.3	219.0	49.4%			1912	3.68
LLOYD GEORGE (JK-5)	468	171.3	162.0	34.6%			1918	1.73
MEMORIAL - Hamilton (JK-8)	668	658.9	640.5	95.9%			1918	5.33
PARKDALE (JK-5)	321	243.1	238.0	74.1%			1946	3.66
PRINCE OF WALES (JK-8)	734	628.7	673.5	91.8%			1922	2.86
QUEEN MARY (JK-8)	695	607.4	608.5	87.6%			1996	3.18
ROSEDALE (JK-5)	271	205.9	213.0	78.6%			1953	2.78
ROXBOROUGH PARK (JK-5)	409	352.5	325.0	79.5%		2	1960	4.29
VISCOUNT MONTGOMERY (JK-8)	432	439.1	444.0	102.8%		2	1951	6.63
W. H. BALLARD (JK-8)	783	698.0	688.0	87.9%			1922	2.69
WOODWARD (JK-5)	209	237.7	238.0	113.9%	30%	4	1951	4.25
Zone 4 Totals:	**7,429**	**6,127.2**	**6,082.5**	**81.9%**	**3%**	**9**		**61.44**

3-57

Sept. 30; 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
Zone 5								
COLLEGIATE AVENUE (K-8)	384	298.4	287.5	74.9%			1955	5.71
EASTDALE (K-8)	259	235.9	253.5	97.9%	7%		1965	4.28
ELIZABETH BAGSHAW (6-8)	705	325.7	334.0	47.4%	2%		1969	6.00
GLEN BRAE (6-8) (FI)	309	312.9	328.0	106.1%	17%		1967	1.35
GLEN ECHO (JK-5) (FI)	334	232.7	246.5	73.8%			1962	2.66
GREEN ACRES (K-8)	386	268.9	268.0	69.4%	19%		1956	4.56
LAKE AVENUE (JK-8)	584	662.8	715.5	122.5%		6	1952	9.08
MEMORIAL - Stoney Creek (K-8)	334	237.5	250.0	74.9%	30%		1956	6.34
MOUNTAIN VIEW (K-8)	259	320.7	329.5	127.2%	91%	6	1949	5.87
R. L. HYSLOP (K-6)	309	225.3	232.5	75.2%	63%		1966	2.20
RED HILL (JK-5)	259	206.9	203.5	78.6%			1968	4.94
SIR ISAAC BROCK (JK-5)	284	241.6	223.5	78.7%	78%	1	1969	6.81
SIR WILFRID LAURIER (JK-5)	714	513.3	517.5	72.5%	5%		1990	10.00
WINONA PUBLIC (K-8)	283	387.1	379.0	133.9%	89%	6	1953	5.14
Zone 5 Totals:	**5,403**	**4,469.7**	**4,568.5**	**84.6%**	**27%**	**19**		**74.94**

3-58

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*Sept. 30 Enrolment vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone 6								
BELLMOORE (K-8)	309	272.0	269.5	87.2%	103%		1958	7.67
BILLY GREEN (K-8)	359	344.0	347.0	96.7%		6	1981	4.27
JANET LEE (K-8)	359	451.1	457.5	127.4%	48%	8	1989	5.00
MOUNT ALBION (K-8)	268	419.6	409.0	152.6%		10	1940	11.00
PARKWOOD (1-6)	200	135.0	139.0	69.5%	92%		1960	6.51
TAPLEYTOWN (K-8)	359	366.9	352.5	98.2%	99%	4	1881	5.62
Zone 6 Totals:	**1,854**	**1,988.6**	**1,974.5**	**106.5%**	**49%**	**28**		**40.07**

3-59

Appendix E

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*Sept. 30 Enrolment vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone 7								
BELL-STONE (K-6)	200	162.4	149.0	74.5%	95%		1963	11.25
BURKHOLDER DRIVE (6-8)	271	352.5	365.0	134.7%	43%	6	1960	4.98
C. B. STIRLING (JK-8)	509	475.2	462.5	90.9%		8	1977	9.07
EASTMOUNT PARK (JK-5)	384	254.4	254.5	66.3%			1959	1.55
FERNWOOD PARK (JK-5)	234	221.3	226.5	96.8%			1959	5.52
FRANKLIN ROAD (JK-5)	530	333.6	330.5	62.4%	20%		1954	7.13
HAMPTON HEIGHTS (6-8)	436	352.5	375.0	86.0%	10%		1954	5.52
HIGHVIEW (6-8)	507	382.2	396.0	78.1%	50%		1954	4.39
HUNTINGTON PARK (JK-5)	468	338.6	380.0	81.2%	45%		1956	7.00
LAWFIELD (6-8)	359	382.2	376.0	104.7%	41%	2	1961	7.79
LINCOLN M. ALEXANDER (JK-5)	358	294.5	267.5	74.7%	46%	1	1989	9.65
LISGAR (JK-5)	418	249.0	238.0	56.9%	2%		1963	16.48
PEACE MEMORIAL (JK-5) (FI)	409	279.7	266.0	65.0%			1918	5.37
RICHARD BEASLEY (JK-5)	284	307.9	292.5	103.0%		1	1968	14.95
SHERWOOD HEIGHTS (JK-5)	334	295.0	302.5	90.6%	48%		1959	17.19
THORNBRAE (JK-5)	237	323.7	308.5	130.2%	69%	7	1962	6.25
VERN AMES (JK-5)	309	271.3	271.0	87.7%	46%	1	1969	3.69
Zone 7 Totals:	**6,247**	**5,276.0**	**5,261.0**	**84.2%**	**29%**	**26**		**137.78**

3-60

Appendix E

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
Zone 8								
BUCHANAN PARK (JK-5)	259	247.5	263.5	101.7%	22%	2	1960	6.20
CARDINAL HEIGHTS (6-8)	334	512.8	485.0	145.2%	42%	3	1963	9.15
CHEDOKE (6-8)	517	446.5	456.0	88.2%	31%		1957	7.74
G. L. ARMSTRONG (JK-8)	584	648.5	643.0	110.1%		1	1930	4 56
GLENWOOD (DD)	200	0.0	0.0	0.0%		1	1954	2.77
GORDON PRICE (JK-5)	471	298.0	300.5	63.8%			1991	5.52
HELEN DETWILER (JK-5)	496	533.1	507.5	102.3%	14%	4	1991	9.02
HOLBROOK (JK-5)	289	204.9	191.0	66.1%			1962	2.34
JAMES MACDONALD (JK-5)	375	247.5	235.0	62.7%			1954	15.55
LINDEN PARK (JK-5)	334	198.5	176.5	52.8%			1957	4.86
MOUNT HOPE (K-8)	409	336.4	332.0	81.2%	92%	3	1952	8.71
MOUNTVIEW (JK-5)	284	250.5	249.5	87.9%	47%	2	1967	9.47
NORWOOD PARK (SK-8) (FI)	459	353.9	349.5	76.1%			1954	5.52
PAULINE JOHNSON (JK-5)	346	339.6	330.5	95.5%	17%	5	1967	9.15
QUEENSDALE (JK-5)	277	204.0	211.5	76.4%			1948	4.61
R. A. RIDDELL (JK-8)	584	557.4	554.5	94.9%	4%	8	1972	10.14
RIDGEMOUNT (JK-5)	259	267.3	265.5	102.5%	40%	2	1961	6.47
RYCKMAN'S CORNERS (JK-5)	150	149.0	135.0	90.0%	79%	2	1955	2.53
SENECA (JK-5)	389	207.9	192.0	49.4%			1969	7.19
WESTVIEW (6-8)	318	404.9	414.0	130.2%	12%	4	1967	29.54
WESTWOOD (JK-5)	359	309.9	311.5	86.8%	5%	1	1964	29.54
Zone 8 Totals:	**7,693**	**6,718.1**	**6,603.5**	**85.8%**	**19%**	**38**		**190.58**

3-61

Appendix E

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
Zone 9								
ANCASTER SENIOR (7&8)	384	530.7	524.0	136.5%	66%	3	1968	12.11
C. H. BRAY (K-6)	200	254.7	264.5	132.3%	65%	6	1956	6.40
DR. JOHN SEATON (3-8)	309	326.8	312.0	101.0%	90%	2	1968	14.27
FESSENDEN (K-6)	359	329.3	314.5	87.6%	21%	0	1959	20.50
GRANGE (K-6)	159	341.5	355.5	223.6%	89%	8	1956	4.34
LYNDEN (K-5)	150	94.4	90.5	60.3%	66%		1926	4.00
QUEEN'S RANGERS (K-6)	259	200.9	195.5	75.5%	97%	1	1958	7.39
ROUSSEAU (K-6)	309	331.3	326.0	105.5%	25%	3	1958	4.74
SHEFFIELD (K-2)	75	56.8	54.5	72.7%	100%		1950	2.50
Zone 9 Totals:	**2,204**	**2,466.4**	**2,437.0**	**110.6%**	**64%**	**23**		**76.25**

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Appendix E

Sept. 30, 1998 Enrolment vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	Sept. 30 Enrolment vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
ELEMENTARY Totals:	43,140	36,854.2	36,677.0	85.0%	26%	196		712.91
Grand Totals:	43,140	36,854.2	36,677.0	85.0%	26%	196		712.91

Notes:

** Percentage transported is compared against the projected ADE. For this reason it may be more than 100%. Transportation data is from September 24th, 1998.*
Capacity is from the ministry, and has been corrected by Board staff where applicable.
ACES program is held at Stinson School. Enrolment, ADE and Capacity figures included in Stinson calculation.
Phoenix and Lawrence Alter-Ed programs are held offsite, but their enrolment is included in Sir JA MacDonald and Westmount.
Current Enrolment is FTE, with JK/K at 0.5 FTE. Special Ed. and Developmentally Delayed students are included at one FTE. Current enrolment also includes adult students in day programs and alternative education students. Current enrolment is unofficial.
Current enrolment and projected ADE values for Glenwood have been assigned to Fairview in anticipation of transfer. Capacity of both schools has been adjusted accordingly.
Some schools share a plot of land, so the listed acreage applies to multiple schools (Barton/Richard Beasley, Westview/Westwood/Westmount).
Land area data is from the Regional Assessment database.

3-63

Appendix E

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	1998-99 ADE vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
SECONDARY								
Zone A								
HIGHLAND (SEC)	967	869.9	878.3	90.0%	51%	1	1968	6.83
PARKSIDE (SEC)	813	856.3	870.0	105.3%	59%	1	1956	4.09
WATERDOWN (SEC)	1,033	1,028.3	1,045.0	99.5%	57%		1992	22.89
WESTDALE (SEC) (FI)	1,582	1,281.5	1,350.8	81.0%			1930	11.31
Zone A Totals:	**4,395**	**4,036.0**	**4,144.0**	**91.8%**	**38%**	**2**		**45.12**

3-64

Appendix E

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*1998-99 ADE vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone B								
DELTA (SEC)	1,497	886.1	920.5	59.2%			1924	6.19
LAWRENCE ALTER ED ()		0.0						0.00
PARKVIEW (SEC)	559	378.9	391.3	67.8%			1962	3.68
SCOTT PARK (SEC)	1,473	689.8	763.0	46.8%			1965	1.53
SIR JOHN A MACDONALD (SEC)	1,641	1,180.4	1,215.5	71.9%			1969	8.02
SIR WINSTON CHURCHILL (SEC)	1,138	835.5	935.0	73.4%			1967	10.16
Zone B Totals:	**6,308**	**3,970.7**	**4,225.3**	**62.9%**				**29.58**

3-65

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	1998 Ministry Capacity	1998-99 ADE Estimate	Sept. 30, 1998 FTE Enrolment	1998-99 ADE vs. Capacity (%)	% Transported*	Removable Rooms	Original Construction Date	Land Area (acres)
Zone C								
GLENDALE (SEC)	1,175	1,025.0	1,133.0	87.2%		3	1960	14.61
ORCHARD PARK (SEC)	1,351	1,249.0	1,296.0	92.5%	49%		1965	14.48
Zone C Totals:	**2,526**	**2,274.0**	**2,429.0**	**90.0%**	**27%**	**3**		**29.09**

3-66

Appendix E

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*1998-99 ADE vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone D								
BARTON (SEC)	1,165	1,117.3	1,174.0	95.9%		2	1960	14.95
SALTFLEET (SEC)	977	1,148.9	1,186.0	117.6%	58%		1996	15.00
SHERWOOD (SEC) (FI)	1,369	1,188.2	1,225.0	86.8%			1967	17.19
Zone D Totals:	**3,511**	**3,454.4**	**3,585.0**	**98.4%**	**19%**	**2**		**47.14**

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Appendix E

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*1998-99 ADE vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
Zone E								
ANCASTER HIGH (SEC)	1,419	1,380.2	1,437.0	97.3%	76%		1959	42.97
HILL PARK (SEC)	1,228	1,143.5	1,221.5	93.1%		2	1954	8.18
MOUNTAIN SECONDARY (SEC)	549	310.9	338.0	56.6%			1968	7.57
PHOENIX ALTER ED ()		0.0						9.85
SIR ALLAN MACNAB (SEC)	1,437	984.2	1,043.0	68.5%			1969	30.31
WESTMOUNT (SEC)	1,175	1,068.7	1,055.5	91.0%			1961	29.54
Zone E Totals:	**5,808**	**4,887.5**	**5,095.0**	**84.2%**	**21%**	**2**		**128.42**

3-68

Projected ADE vs. Capacity: Excluding Non-Instructional - DRAFT

ADE estimates and capacity per school based on CURRENT catchments, not on zones.

Site Name	*1998 Ministry Capacity*	*1998-99 ADE Estimate*	*Sept. 30, 1998 FTE Enrolment*	*1998-99 ADE vs. Capacity (%)*	*% Transported**	*Removable Rooms*	*Original Construction Date*	*Land Area (acres)*
SECONDARY Totals:	22,548	18,622.6	19,478.3	82.6%	21%	9		279.35
Grand Totals:	22,548	18,622.6	19,478.3	82.6%	21%	9		279.35

Notes:

**** Percentage transported is compared against the projected ADE. For this reason it may be more than 100%. Transportation data is from September 24th, 1998.***
Capacity is from the ministry, and has been corrected by Board staff where applicable.
ACES program is held at Stinson School. Enrolment, ADE and Capacity figures included in Stinson calculation.
Phoenix and Lawrence Alter-Ed programs are held offsite, but their enrolment is included in Sir JA MacDonald and Westmount.
Current Enrolment is FTE, with JK/K at 0.5 FTE. Special Ed. and Developmentally Delayed students are included at one FTE. Current enrolment also includes adult students in day programs and alternative education students. Current enrolment is unofficial.
Current enrolment and projected ADE values for Glenwood have been assigned to Fairview in anticipation of transfer. Capacity of both schools has been adjusted accordingly.
Some schools share a plot of land, so the listed acreage applies to multiple schools (Barton/Richard Beasley, Westview/Westwood/Westmount).
Land area data is from the Regional Assessment database.

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Appendix E

21-Oct-98

Hamilton-Wentworth District School Board
Enrol - Capacity Comparisons
Non-Instructional Facilities Excluded

Zone	Capacity	FTE 98/10/01	Excess Capacity	Capacity %	# Schools	# Rooms Removable	Floor Area Sq ft	Floor Area Excess	Floor Area Excess %
Elementary							Sq ft / student 100		
1	2,222.00	2,670.50	(448.50)	120.2%	8.00	35.00	229,340	(37,710)	0.0%
2	3,777.00	2,900.00	877.00	76.8%	10.00	11.00	397,974	107,974	27.1%
3	6,311.00	4,179.50	2,131.50	66.2%	15.00	7.00	670,729	252,779	37.7%
4	7,429.00	6,082.50	1,346.50	81.9%	16.00	9.00	839,515	231,265	27.5%
5	5,403.00	4,568.50	834.50	84.6%	14.00	19.00	551,909	95,059	17.2%
6	1,854.00	1,974.50	(120.50)	106.5%	6.00	28.00	167,514	(29,936)	0.0%
7	6,247.00	5,261.00	986.00	84.2%	17.00	26.00	561,721	35,621	6.3%
8	7,821.00	6,603.50	1,217.50	84.4%	21.00	38.00	741,317	80,967	10.9%
9	2,204.00	2,437.00	(233.00)	110.6%	9.00	23.00	228,262	(15,438)	0.0%
	43,268.00	36,677.00	6,591.00	84.8%	116.00	196.00	4,388,281	720,581	16.4%

Zone	Capacity	9899 Est ADE	Excess Capacity	Capacity %	# Schools	# Rooms Removable	Floor Area Sq ft	Floor Area Excess	Floor Area Excess %
Secondary							Sq ft / student 130		
A	4,395.00	4,036.00	359.00	91.8%	4.00	2.00	626,724	102,044	16.3%
B	6,308.00	3,970.70	2,337.30	62.9%	5.00	0.00	873,885	357,694	40.9%
C	2,526.00	2,274.00	252.00	90.0%	2.00	3.00	334,317	38,697	11.6%
D	3,511.00	3,454.40	56.60	98.4%	3.00	2.00	485,072	36,000	7.4%
E	5,808.00	4,887.50	920.50	84.2%	5.00	2.00	786,337	150,962	19.2%
	22,548.00	18,622.60	3,925.40	82.6%	19.00	9.00	3,106,335	685,397	22.1%
Board Total	65,816.00	55,299.60	10,516.40	84.0%	135.00	205.00	7,494,616	1,405,978	18.8%

The Hamilton-Wentworth District School Board

Schools Recommended for Potential Closure

Zone 2 ▸ Dundas Central	**Zone 3** ▸ Allenby ▸ Central ▸ Sanford ▸ Strathcona ▸ Tweedsmuir	**Zone 4** ▸ King George ▸ Lloyd George ▸ Hillcrest
Zone 5 ▸ Mountain View ▸ Red Hill ▸ Sir Isaac Brock	**Zone 7** ▸ Peace Memorial	**Zone 8** ▸ Holbrook ▸ Linden Park ▸ Ryckman's Corners
Zone 9 ▸ Lynden	**Zone B** ▸ Parkview ▸ Scott Park	**Zone E** ▸ Mountain

Please see the pages following for:

- a summary for each zone indicating the impact such closure(s) would have on the zone capacity status
- the estimated impact of enrolment growth or decline by the year 2003
- the rationale for each identification
- a preliminary plan for the re-distribution of the student body

Appendix G

The Hamilton-Wentworth District School Board

Potential Closure Recommendations

Zone 1 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	2,222	2,670.5	(448.5)	120.2%	8	229,340
Change	____	____	____	____	—	____
Adjusted	2,222	2,670.5	(448.5)	120.2%	8	229,340

Projected enrolment increase (decrease) by year 2003:

* if expand JK in County	163
* other factors	470
Excess capacity by year 2003	(1,081.5)

Zone 2 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	3,777	2,900	877	76.8%	10	397,974
Change	514		514		1	65,346
Adjusted	3,263	2,900	363	88.96%	9	332,628

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	96
*	other factors	32
	Excess capacity by year 2003	235

Zone 2

Dundas Central

Recommendation:
Identify Dundas Central for potential closure.

Rationale for Potential Closures:
- 35.7% capacity
- original construction date 1854
- 3/6 split classes
- site size
- no new housing growth in school vicinity
- not accessible

Re-distribution of Students/Programs:
- 7% to Yorkview
- 21% to Pleasant Valley
- 72% to Dundana

Zone 3 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	6,311	4,179.5	2,131.5	66.2%	15	670,729
Change	1,588				5	223,692
Adjusted	4,723	4,179.5	543.5	88.5%	10	447,037

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	--
*	other factors	250.0
	Excess capacity by year 2003	293.5

Zone 3

Allenby

Recommendation:
Identify Allenby for potential closure.

Rationale for Potential Closures:
- 42.4% capacity
- 5/8 splits
- 1920 building

Re-distribution of Students/Programs:
- 100% to Earl Kitchener

Central

Recommendation:
Identify Central for potential closure.

Rationale for Potential Closures:
- 4/5 splits
- less than optimum size
- 1851 building

Re-distribution of Students/Programs:
- 34% to Queen Victoria
- 50% to Hess
- 16% to Dr. Davey

Sanford Ave.

Recommendation:
Identify Sanford Ave. for potential closure.

Rationale for Potential Closures:
- 44.5% capacity
- 4/11 splits
- no new housing
- 1932 building

Re-distribution of Students/Programs:
- 50% to Robert Land
- 50% to Gibson

Strathcona

Recommendation:
Identify Strathcona for potential closure.

Rationale for Potential Closures:
- 57.5% capacity
- 4/4 splits
- site size = 1.1 acres
- less than optimum size

Re-distribution of Students/Programs:
- 100% to Hess Street

Tweedsmuir

Recommendation:
Identify Tweedsmuir for potential closure.

Rationale for Potential Closures:
- site size limited = .9 acres
- 1909 building

Re-distribution of Students/Programs:
- Grade 6's to Centennial
- Grade 7 & 8's to Sir John A. Macdonald

Zone 4 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	7,429	6,082.5	1,346.5	81.9%	16	839,515
Change	1,117				3	144,537
Adjusted	6,312	6,082.5	229.5	96.4%	13	694,978

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	--
*	other factors	63.0
	Excess capacity by year 2003	166.5

Zone 4

King George

Recommendation:
Identify King George for potential closure.

Rationale for Potential Closures:
- 49.4% capacity
- 1912 building
- less than optimum size

Re-distribution of Students/Programs:
- 40% to Queen Mary
- 28% to Prince of Wales
- 32% to W.H. Ballard

Lloyd George

Recommendation:
Identify Lloyd George for potential closure.

Rationale for Potential Closures:
- 34.6% capacity
- 1918 building
- site = 1.7 acres
- less than optimum size

Re-distribution of Students/Programs:
- 46% to Fairfield
- 54% to Parkdale

Hillcrest

Recommendation:
Identify Hillcrest for potential closure.

Rationale for Potential Closures:
- 25% transported
- 1920 building
- 1.4 million upgrade required

Re-distribution of Students/Programs:
- Grade 6's to Hillsdale
- Grade 7 & 8's to Sir Winston Churchill

Zone 5 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	5,403	4,568.5	834.5	84.6%	14	551,909
Change	802				3	82,391
Adjusted	4,601	4,568.5	32.5	99.3%	11	469,518

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	109.0
*	other factors	499.0
	Excess capacity by year 2003	(575.5)

Zone 5

Mountain View

Recommendation:
Identify Mountain View for potential closure.

Rationale for Potential Closures:
- 91% transported
- school located in an industrial area

Re-distribution of Students/Programs:
- 43% to Elizabeth Bagshaw
- 33% to Memorial, Stoney Creek
- 20% to R.L. Hyslop
- 4% to Eastdale

Red Hill

Recommendation:
Identify Red Hill for potential closure.

Rationale for Potential Closures:
- not optimum size
- walking distance to Elizabeth Bagshaw
- consolidation of program
- no growth in area

Re-distribution of Students/Programs:
- 100% to Elizabeth Bagshaw

Comments:
- Elizabeth Bagshaw becomes JK-8

Sir Isaac Brock

Recommendation:
Identify Sir Isaac Brock for potential closure.

Rationale for Potential Closures:
- 78% transported
- school design problematic

Re-distribution of Students/Programs:
- 67% to Sir Wilfrid Laurier
- 31% to Glen Echo
- 2% to Green Acres

Zone 6 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	1,854	1,974.5	(120.5)	106.5%	6	167,514
Change	____	_____	_____	_____	—	_____
Adjusted	1,854	1,974.5	(120.5)	106.5%	6	167,514

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	108.0
*	other factors	290.0
	Excess capacity by year 2003	(518.5)

Zone 7 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	6,247	5,261.0	986.0	84.2%	17	561,721
Change	409	110.0			1	47,656
Adjusted	5,838	5,371.0	467.0	92.0%	16	514,065

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	11.0
*	other factors	343.0
	Excess capacity by year 2003	113.0

Zone 7

Peace Memorial

Recommendation:
Identify Peace Memorial for potential closure.

Rationale for Potential Closures:
- 65.0% capacity
- 1918 building

Re-distribution of Students/Programs:
- 31% French Immersion to Norwood
- 42% to Highview, Highview becomes JK-8
- 27% to Eastmount

Zone 8 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	7,821	6,603.5	1,217.5	84.4%	21	741,317
Change	773	(110.0)			3	73,978
Adjusted	7,048	6,493.5	554.5	92.1%	18	667,339

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	15.0
*	other factors	484.0
	Excess capacity by year 2003	55.5

Zone 8

Holbrook

Recommendation:
Identify Holbrook for potential closure.

Rationale for Potential Closures:
- 66.1% capacity
- small site
- less than optimum number of students

Re-distribution of Students/Programs:
- 100% to Seneca

Linden Park

Recommendation:
Identify Linden Park for potential closure.

Rationale for Potential Closures:
52.8% capacity
less than optimum number of students

Re-distribution of Students/Programs:
- 38% to Queensdale
- 62% to Franklin Road

Ryckman's Corners

Recommendation:
Identify Ryckman's Corners for potential closure.

Rationale for Potential Closures:
- 79% transported
- less than optimum number of students

Re-distribution of Students/Programs:
- 100% to James MacDonald

Zone 9 Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	2,204	2,437.0	(233.0)	110.6%	9	228,262
Change	150				1	
Adjusted	2,054	2,437.0	(383.0)	118.8%	8	213,273

Projected enrolment increase (decrease) by year 2003:

*	if expand JK in County	113.0
*	other factors	157.0
	Excess capacity by year 2003	(653.0)

Zone 9

Lynden

Recommendation:
Identify Lyndon for potential closure.

Rationale for Potential Closures:
- less than optimum number of students
- 1926 building

Re-distribution of Students/Programs:
- 22% to Sheffield
- 78% to Queen's Rangers

Zone B Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	6,308	3,970.7	2,337.3	62.9%	5	873,885
Change	2,477				2	249,370
Adjusted	3,831	3,970.7	(139.7)	103.6%	3	624,515

Zone B

Parkview

Recommendation:
Identify Parkview for potential closure.

Rationale for Potential Closures:
- 67.8% capacity
- limited site size
- greater utilization of available space
- vocational education - school within school

Re-distribution of Students/Programs:
- 100% to Delta

Scott Park

Recommendation:
Identify Scott Park for potential closure.

Rationale for Potential Closures:
- 46.8% capacity
- program viability - less than optimum size
- limited site size
- greater utilization of available space
-

Re-distribution of Students/Programs:
- review boundaries of Delta/Sir John A. Macdonald and Sir Winston Churchill

Comments:
- pilot projects Grade 7 to OAC:
  - Grades 7 and 8's from Hillcrest to Sir Winston Churchill
  - Grade 7 and 8's from Tweedsmuir to Sir John A. Macdonald

Zone E Summary

Status Impact	Capacity	Enrolment	Excess Seats	Capacity %	# Schools	Floor Area
Current	5,808	4,887.5	920.5	84.2%	5	786,337
Change	549				1	69,794
Adjusted	5,259	4,887.5	371.5	92.9%	4	716,543

Zone E

Mountain

Recommendation:
Identify Mountain Secondary for potential closure.

Rationale for Potential Closures:
- 56.6% capacity
- program viability - less than optimum size
- vocational education - school within a school

Re-distribution of Students/Programs:
- locate vocational program (Mountain) at Sir Allan MacNab
- change boundary for Ancaster High School - move Scenic Woods neighbourhood to Sir Allan MacNab
- relocate special education classes from Sir Allan MacNab to Westmount

21-Oct-98

The Hamilton-Wentworth District School Board
Enrol - Capacity Comparisons
Non-Instructional Facilities Excluded
Based on Preliminary List of School Closures

Zone	Capacity	FTE 98/10/01	Excess Capacity	Capacity %	# Schools	# Rooms Removable	Floor Area Sq ft	Floor Area Excess	Excess %
								Sq ft / student 100	
Elementary									
1	2,222.00	2,670.50	(448.50)	120.2%	8.00	35.00	229,340	(37,710)	0.0%
2	3,263.00	2,900.00	363.00	88.9%	9.00	11.00	332,628	42,628	12.8%
3	4,723.00	4,179.50	543.50	88.5%	10.00	6.00	447,037	29,087	6.5%
4	6,312.00	6,082.50	229.50	96.4%	13.00	9.00	694,978	86,728	12.5%
5	4,601.00	4,568.50	32.50	99.3%	11.00	12.00	469,518	12,668	2.7%
6	1,854.00	1,974.50	(120.50)	106.5%	6.00	28.00	167,514	(29,936)	0.0%
7	5,838.00	5,371.00	467.00	92.0%	16.00	26.00	514,065	(23,035)	0.0%
8	7,048.00	6,493.50	554.50	92.1%	18.00	36.00	667,339	17,989	2.7%
9	2,054.00	2,437.00	(383.00)	118.6%	8.00	23.00	213,273	(30,427)	0.0%
	37,915.00	36,677.00	1,238.00	96.7%	99.00	186.00	3,735,692	67,992	1.8%
					(17.00)				

Zone	Capacity	9899 Est ADE	Excess Capacity	Capacity %	# Schools	# Rooms Removable	Floor Area Sq ft	Floor Area Excess	Excess %
								Sq ft / student 130	
Secondary									
A	4,395.00	4,036.00	359.00	91.8%	4.00	2.00	626,724	102,044	16.3%
B	3,831.00	3,970.70	(139.70)	103.6%	3.00	0.00	624,515	108,324	17.3%
C	2,526.00	2,274.00	252.00	90.0%	2.00	3.00	334,317	38,697	11.6%
D	3,511.00	3,454.40	56.60	98.4%	3.00	2.00	485,072	36,000	7.4%
E	5,259.00	4,887.50	371.50	92.9%	4.00	2.00	716,543	81,168	11.3%
	19,522.00	18,622.60	899.40	95.4%	16.00	9.00	2,787,171	366,233	13.1%
					(3.00)				
Board Total	57,437.00	55,299.60	2,137.40	96.3%	115.00	195.00	6,522,863	434,225	6.7%

Appendix I

The Hamilton-Wentworth District School Board

Schools That May Be Considered for Potential Closure

Zone 1 ▸ Beverly Central	**Zone 3** ▸ Gibson ▸ Robert Land ▸ Stinson	**Zone 4** ▸ A.M. Cunningham ▸ Adelaide Hoodless ▸ Fairfield ▸ Parkdale ▸ Rosedale ▸ Woodward
Zone 5 ▸ Collegiate Avenue ▸ Eastdale ▸ Green Acres ▸ Memorial (Stoney Creek) ▸ R.L. Hyslop	**Zone 6** ▸ Parkwood ▸ Tapleytown	**Zone 7** ▸ Bell-Stone ▸ Eastmount Park ▸ Fernwood Park ▸ Thornbrae
Zone 8 ▸ Glenwood (Maple Lane) ▸ Queensdale ▸ Ridgemount	**Zone 9** ▸ Queen's Rangers ▸ Sheffield	**Zone A** ▸ Parkside

Appendix J

The Hamilton-Wentworth District School Board

Schools Not Recommended for Potential Closure

Zone 1 ▸ Balaclava ▸ Flamborough Centre ▸ Greensville ▸ Guy Brown ▸ Mary Hopkins ▸ Millgrove ▸ Spencer Valley	**Zone 2** ▸ Central Park ▸ Dalewood ▸ Dundana ▸ Dundas District ▸ Fairview ▸ G. R. Allan ▸ Pleasant Valley ▸ Prince Philip ▸ Yorkview	**Zone 3** ▸ Bennetto ▸ Centennial ▸ Dr. J. Edgar Davey ▸ Earl Kitchener ▸ Hess Street ▸ Queen Victoria ▸ Ryerson
Zone 4 ▸ Hillsdale ▸ Memorial (Hamilton) ▸ Prince of Wales ▸ Queen Mary ▸ Roxborough Park ▸ Viscount Montgomery ▸ W.H.Ballard	**Zone 5** ▸ Elizabeth Bagshaw ▸ Glen Brae ▸ Glen Echo ▸ Lake Avenue ▸ Sir Wilfrid Laurier ▸ Winona Public	**Zone 6** ▸ Bellmoore ▸ Billy Green ▸ Janet Lee ▸ Mount Albion
Zone 7 ▸ Burkholder Drive ▸ C.B. Stirling ▸ Franklin Road ▸ Hampton Heights ▸ Highview ▸ Huntington Park ▸ Lawfield ▸ Lincoln M. Alexander ▸ Lisgar ▸ Richard Beasley ▸ Sherwood Heights ▸ Vern Ames	**Zone 8** ▸ Buchanan Park ▸ Cardinal Heights ▸ Chedoke ▸ G.L. Armstrong ▸ Gordon Price ▸ Helen Detwiler ▸ James MacDonald ▸ Mount Hope ▸ Mountview ▸ Norwood Park ▸ Pauline Johnson ▸ R.A. Riddell ▸ Seneca ▸ Westview ▸ Westwood	**Zone 9** ▸ Ancaster Senior ▸ C.H. Bray ▸ Dr. John Seaton ▸ Fessenden ▸ Grange ▸ Rousseau
Zone A ▸ Waterdown ▸ Highland ▸ Westdale	**Zone B** ▸ Delta ▸ Sir John A. Macdonald ▸ Sir Winston Churchill	**Zone C** ▸ Glendale ▸ Orchard Park
Zone D ▸ Barton ▸ Saltfleet ▸ Sherwood	**Zone E** ▸ Ancaster ▸ Hill Park ▸ Sir Allan MacNab ▸ Westmount	

Appendix K

The Hamilton-Wentworth District School Board

Ministry of Education and Training Key Dates

The Ministry of Education and Training has issued a key announcement regarding the time line to address the consolidation of school facilities.

Key dates:

September 1, 1998

References to the September 1, 1998 date in Regulation 497/97 to be removed in order to permit boards to consult with parents and their communities regarding plans they may have to close schools and ensure that their students continue to have access to appropriate services and facilities. Confirmation that Regulation 497/97 has been replaced was received from the Ministry of Education and Training in late August, 1998.

September 30, 1998

Boards will be expected to develop a pupil accommodation review policy:

- policy approval required by September 30, 1998
- policy to include revisions to board policies under paragraph 8(1)26 of the Education Act. This paragraph of the Act states that the Minister may "issue guidelines respecting school closures and require that boards develop policies therefrom with respect to procedures to be followed prior to the closing of a school by decision of the board". The Ministry of Education and Training guidelines released in January 1984 regarding the School Closure Policy for School Boards are attached to the 98/09/14 agenda as distribution #5. The school closure policies approved by the former boards have already been distributed to the committee.
- required to develop a strategic plan so that decisions to consolidate schools can become effective for the 1999-2000 year:
  - processes to identify specific schools
  - processes to ensure appropriate accommodation of students in 1999-2000

December 31, 1998

"Boards will have the opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-2000 and subsequent years **if** the **board resolution** to consolidate schools after the 1998-1999 academic year is **passed by December 31, 1998** and ...."

This Ministry of Education and Training announcement and amended regulation effectively set in place an action plan for the Property Transitions Committee.

Approved by The Hamilton-Wentworth District School Board on September 24, 1998.

Appendix L

POLICY

School Closure Policy

Policy Statement:

It is the policy of The Hamilton-Wentworth District School Board to consider a school for closure on the basis of an Accommodation Review and School Closure Review Committee report in accordance with the administrative regulations.

Administrative Regulations:

1. The Board reserves the right to modify the usual time frame and/or sequence when special circumstances are identified.

2. The usual minimum time period between the identification of a school for potential closure and final decision of the Board will be six months.

3. Periodically the Superintendent of Business shall ensure that an Accommodation Review is undertaken of all school facilities. The Accommodation Review may take into account the following general considerations:

   - Program Viability - The number of students and staff in the school and/or other schools declines to a point where the quality of program is seriously endangered. Declining enrolment is jeopardizing the school's ability to meet the program needs of its students.

   - Low Occupancy - The enrolment of a school has fallen below 70% of capacity as calculated in accordance the Ministry of Education and Training's guidelines and enrolment projections confirm little, no or declining growth patterns.

   - Structural Condition - Economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

4. The Accommodation Review may indicate that a school or schools should be identified for potential closure based on a review of any or all of the following criteria:

   Elementary Schools:
   - Enrolment below 70% of the effective Ministry rated capacity
   - Continuing decline in kindergarten enrolment over several years
   - A large ratio of split or multi-grade classes
   - Limited facilities for specialized activities
   - A considerable number of vacant classrooms
   - High per-pupil operating costs
   - Failure of enrolment to justify scheduled maintenance costs
   - Limited new housing in area.

Secondary Schools:

- Enrolment below 70% of the effective Ministry rated capacity
- Continuing decline in enrolment over several years
- Continuing need to cancel courses due to under-subscription
- Increasing need to organize classes containing more than one year level and/or one difficulty level in order to preserve courses
- Increasing numbers of classes taught by teachers who do not have the qualifications to teach such classes listed on their Ontario Teacher Qualifications Record Card
- Inability to meet conditions of collective agreement with respect to Pupil Teacher Ratio, Pupil Teacher contact and supervision time constraints without injection of additional staff
- Insufficient staff to provide a viable co-instructional program base for full and active secondary school life
- Limited facilities for specialized activities

5. In the event that Executive Council concurs that a school or school(s) be identified for potential closure a recommended action shall be presented at an open session of the Business Committee. Such recommendation shall request approval for the identification of specific school(s) for potential closure and that a School Closure Review Committee report be initiated on behalf of each school to consider the ramifications of closure.

6. If the Board officially identifies a school for potential closure, it shall be the responsibility of the appropriate Superintendent of Education to:
   a) inform the Principal and Staff,
   b) inform by letter the parents of all students who would normally attend that school if it remained open,
   c) make arrangements for a public meeting at which the Director of Education will review the basis for the recommendations and explain the School Closure Review procedures,
   d) inform the general public through The Spectator and other local newspapers,
   e) inform the appropriate municipal council(s)

7. If the Board officially identifies a school for potential closure, it shall be the responsibility of the Superintendent of Business to initiate procedures forthwith for the establishment of a School Closure Review Committee.

8. The School Closure Review Committee shall be comprised of the following representatives:
   - the Superintendent of Business - (Chair)
   - the appropriate Superintendent of Education
   - the Manager of Accommodation and Planning
   - the principal of each school significantly affected by the proposal
   - one teacher from each school significantly affected by the proposal, representing and selected by the teaching staff of those schools
   - one support staff representative appointed by OSSTF - OCTU
   - one support staff representative appointed by CUPE
   - School Council Chair and one other parent representative from each school significantly affected by the closure
   - one trustee representative to be appointed by the Board
   - one non-parent ratepayer to be appointed by the Board
   - one student representative from each secondary school significantly affected by the closure (to be appointed by the Student Council)

9. The School Closure Review Committee shall consider specifically the following factors in preparing its School Closure Review Committee report:
   a) course selection and program implications for each of the schools involved
   b) school attendance areas
   c) school attendance and enrolment projections
   d) the need for and extent of transportation

e) the effect on the social environment of the community
f) the financial impact, including the effect on operational costs and capital implications
g) the capital needs of other schools that may have increased enrolment as a result of closure or modified organization
h) the effects on staffing
i) opportunities for alternative use of the facilities
j) any additional information considered pertinent by the School Closure Review Committee.

10. The School Closure Review Committee will have the responsibility and the authority to review all appropriate data. The School Closure Review Committee
    a) shall receive briefs and/or delegations of concerned citizens regarding the school(s) identified by the Board as candidates for potential closure, and
    b) shall present its final report to the Business Committee, indicating whether the school(s) identified for potential closure should be closed in accordance with Board policy and specifying the reasons for such recommendation.

11. The Business Committee shall consider the School Closure Review Committee report and recommendations of the School Closure Review Committee and recommend that the Board take one of the following actions with respect to each school identified for potential closure:
    a) that the school be scheduled for closure, or
    b) that the school be studied further for possible closure, or
    c) that the school be removed from consideration for closure at the present time.

12. The Chair of the Business Committee shall present, in its entirety, the final report of the School Closure Review Committee to the Board at the next regular meeting. At this time, the Chair, as directed by the Business Committee, shall give notice of motion of the action approved at committee level. The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.

13. If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to:
    a) inform in writing those parties previously notified,
    b) advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.

14. If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.

3-94

Approved by The Hamilton-Wentworth District School Board on September 24, 1998.

Appendix M

The Hamilton-Wentworth District School Board

Transition Strategic Plan for the Consideration of School Closure(s)

1. Executive Council conduct the initial Accommodation Review and identify school(s) for potential closure. In order to accomplish the initial review Executive Council may need to limit, expand or vary the criteria listed for consideration in the School Closure policy.

2. Executive Council to submit the potential school closure list to the Business Committee for approval (Special Meeting on October 22, 1998). Board consideration to also take place on October 22, 1998.

3. If the Board officially identifies a school for potential closure it shall be the responsibility of the appropriate Superintendent of Education to;

   a. Inform the Principal, staff and School Council President
   b. Inform by letter the parents of all students who would normally attend that school if it remained open.
   c. Conduct a public meeting to review the basis for the recommendations and explain the school closure review procedures.
   d. Inform the general public through the Spectator and other local newspapers
   e. Initiate procedures for the establishment of a School Closure Review Committee

4. The School Closure Review Committee shall be comprised of:

   a. the Superintendent of Education (Chair)
   b. the Principal
   c. School Council President
   d. one additional parent representative
   e. resource staff as required

5. The School Closure Review Committee will complete its impact report by November 12, 1998.

6. Executive Council will review and consolidate the impact studies into a single report with recommendations to be presented at a Special Meeting of the Business Committee on November 19, 1998.

7. A Special Business Committee meeting(s) will be convened in November, 1998 at which time delegations of concerned citizens will be received with respect to the proposed school closings.

8. The Board will consider recommendations brought forward from the Business Committee with respect to the proposed school closings.

CA3 ON HW W26
A33B
1998

URBAN
MUNICIPAL

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING OF THE BUSINESS COMMITTEE

NOVEMBER 5, , 1998

6:15 p.m. ***PLEASE NOTE THE TIME***

A G E N D A

1. Call to Order — L. Orban
2. Approval of Agenda

ACTION ITEM:

3. Impact of the Hamilton Street Railway Strike — D. Grant

CA3 ON HW W26
A33B

ADDITIONAL INFORMATION FOR THIS EVENING'S

SPECIAL MEETING OF THE BUSINESS COMMITTEE

MAIN MUNICIPAL
NOV 20
GOVERNMENT DOCUMENTS

Open Agenda

3. Impact of the Hamilton Street Railway Strike – Pages 3 to 3-1

Please add this information to your agenda package.

SPECIAL MEETING OF THE BUSINESS COMMITTEE
1998 11 05

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 11 05

RE: **H.S.R. Strike**

Recommended Action:

Moved by: _____

That as a result of the Hamilton Street Railway (H.S.R.) strike, no alternate transportation be provided for eligible students for the first 15 school days.

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer be authorized to implement the most cost effective alternate transportation service for eligible students should the transit strike continue beyond the 15 school days.

RATIONALE:

On November 1, 1998 H.S.R. service was interrupted due to a strike. As a result, approximately 780 Board-eligible students are without transportation service. These students are categorized as follows:

Elementary	180
Vocational	450
Secondary	150
TOTAL	780

The above students are eligible for transportation services within the City of Hamilton under the previous Board's adopted policy, i.e.

- distance from home – middle school = 2.4 km / secondary school = 3.2 km
- program placement – i.e. vocational / special education

Schools were queried today in an attempt to establish attendance patterns during this week. At this time, attendance has been fluctuating daily although in secondary schools it is difficult to assess the bus ticket impact as a number of students ride the HSR for personal transportation to school eg. Westmount.

During the H.S.R. strike in 1982, the Board adopted the position that no alternate transportation would be provided for the first three weeks. However, parents were provided assurance that alternative transportation would be engaged if the strike continued.

In 1996, the board adopted a similar 15 day waiting period before engaging alternative service. The H.S.R. strike was resolved prior to the expiry of the 15 day period.

Since the start of the strike, administration has been gathering information regarding students who are eligible to receive bus tickets. This information will permit the establishment of pick up or transfer points for students should a service need to be engaged. Once complete, vehicle determination and routes can be pursued. Following the establishment of bus routes a comprehensive communication plan will be necessary to inform parents and schools of the temporary service. The complete process will require approximately 10 working days to complete and effectively implement. As a part of the transportation routing development plan, the Hamilton-Wentworth Separate District School Board will be pursued to determine if any efficiencies can be generated through the pooling of student riders.

It should be noted that in a recent Spectator article people may be left waiting up to half an hour for a taxi. This may impact on pick up and drop off times should taxi service be necessary. If all students can be accommodated on larger vehicles, approximately 17 additional buses may be required. Due to this number, consideration to secure vehicles may need to be extended to suppliers outside existing contractors. The Board's existing contract agreements will permit this action if necessary. As an awareness, it is noted that although the Board is not a party to the H.S.R. dispute, transportation drivers may decide to be supportive of H.S.R. issues and refuse to drive. Should this occur resolution would rest with the carrier and their driver and not the Board. Despite these issues, every effort will be made to secure a service that will deliver students to their schools. Dependent upon vehicle availability, Executive Council may find it necessary to review or alter bell times to fit the situation.

DS/dtg
11/05/98

GA3 .H8 W3a
A3A
1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

URBAN
MUNICIPAL

BUSINESS COMMITTEE
NOVEMBER 12, 1998

URBAN MUNICIPAL
NOV 20 1998
GOVERNMENT DOCUMENTS

6:30 p.m. **A G E N D A** **6:30 p.m.**

1. Call to Order — L. Orban
2. Approval of Minutes of October 1, October 7 and October 22, 1998.
3. Business Arising from the Minutes
4. Approval of Agenda

DELEGATION:

5. Bus Routes for Dundas District School — Davida Buchalter and Boris Pekar

ACTION ITEMS:

6. Education Development Charges — D. Grant
7. School Zone Review Committee – Terms of Reference — D. Grant
8. Property Transition Committee Mandate — D. Grant
9. Ancaster Senior Public School Transportation Safety Report — K. Bain
10. Request for Additional Easement on Holbrook School Property — A. Cupido
11. Report from Administration re SEEC (Safe EMF Environment for Children) – Delegation — P. Gillie
12. Request for School Access – Dalewood School Reunion Committee — W. Joudrie
13. Request for School Access (Queen Mary School) – Kiwanis Boys & Girls Club — W. Joudrie
14. Report from Administration re Delta School's 75th Anniversary *[to be distributed at the meeting]* — E. Bond
15. Comprehensive Energy and Water Reduction Program - Update — P. Gillie

CORRESPONDENCE:

16. Ontario Secondary School Students' Association re request for the Board's financial assistance for leadership conferences

DISTRIBUTION:

Nil

17. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee	November 25, 1998	7:15 p.m.
Regular Board	November 26, 1998	8:00 p.m.

D E L E G A T I O N

BUSINESS COMMITTEE
1998 11 12

5

11 Briar Lane
Dundas, Ontario
L9H 6E8

November 4, 1998

VIA FAX MACHINE TO: 521-2539

Mr. Merv Matier
Director and Secretary
The Hamilton-Wentworth District School Board
Hamilton, Ontario

Dear Mr. Matier:

I am requesting delegation status for myself and Mr. Boris Pekar at the next business meeting scheduled for November 12, 1998. The topic we wish to discuss is related to the current bus routes for Dundas District School.

Dundas District School presents an unusual dilemma for many families, as the school starts much earlier than the other schools. Students are forced to walk to school in the dark (some through industrial areas) and this in itself presents an ethically dangerous situation. It is our understanding that some students are forced to walk greater distances than some of those who are actually being bused to school. It is also our understanding that the students at District start earlier in the morning to accommodate busing for the other Dundas schools. Currently there are 8 buses providing service to District, and a total of 41 bus runs providing service to Highland and Parkside Secondary Schools. Surely, there must be the available buses and drivers earlier in the morning to provide the necessary equipment and manpower to facilitate this request.

Once we are given delegation status, I will provide the necessary materials required for our presentation. I may be reached at (905)-627-0852. Thank you for your attention to the above request. I look forward to your early reply.

Sincerely yours,

(Mrs.) Davida Buchalter

5-1

Thursday November 12th Board Meeting

Topic of the discussion.

- Dundas District School Transportation Issue.

Short overview:

We are delegates of the parents whose children attend the Dundas District School. As parents raising children in the 90's. we are very worried that our kids who live farther away from the school. have to walk there and back without any type of supervision for 30 + minutes. This is 1 hr + every day. In order to cut this walking distance. kids are going through an industrial area. where they put themselves at additional risk. When winter arrives. our kids will be exposed to cold winds with the chill factor up to –20 C.
As parents. we want to be reassured that our children are save when we send them off to school. The only way it will happen is if there is a transportation system established.

Darryl Sage & Merv Maties
Transportation Department
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario L8N 3L1

We the undersigned parents are concerned regarding the transportation situation at Dundas District School, 397 King Street West, Dundas. The present busing is discriminatory in that it allows children within walking distance to be bused to school, and yet it forces children whose parents may not be able to afford alternate transportation, to walk great distances, taking them 30 minutes or more to arrive at school. Children are being forced to walk to school in inclement weather, where the wind chill factor is extremely dangerous and their only other alternative may possibly be not to attend school at all. To compound this situation, these children are forced to walk to school in the dark, thus creating an even greater personal risk to them. Some are even being forced to walk through industrial areas, just to ensure that they get to school or home on time, in an effort to reduce their exposure to the outside elements. It must also be noted that the distance guidelines for busing within Dundas are greater than those in Hamilton. The present guidelines also stipulate that students be bused to avoid certain situations whereby walking to school past and/or through would pose a danger to the student. As District starts at such an early hour, would walking in the dark to get to school on time not qualify as a dangerous situation? We as parents realize that the number of children attending our school has grown dramatically, and yet the transportation routes have not necessarily kept up with this. However, with the new housing developments generating tax dollars, surely there must be funds assigned to the Board to provide transportation for these and other students. We need transportation now! It is our right to have the same services provided to our children to ensure that they arrive at school and home physically and emotionally safe. We need a school bus now, before the dark, cold winter sets in.

Name	Address	Postal Code	Signature

5-2

11/10/98 16:53 FAX 905 521 6088 DIV. OF NEPH. SJH 002/002

A C T I O N I T E M S

BUSINESS COMMITTEE
1998 11 12

6

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: **Education Development Charges**

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated September 30, 1998 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of September 1998. Section 257.103(4) of Bill 160 prescribes that a by-law of an old board will expire no later than March 31, 1999. Application of E.D.C. monies may be limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

DG/GdeJ
1998-10-20

attach.

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING SEPTEMBER 30, 1998

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,598,694.52	$657,689.62	$2,256,384.14
	CURRENT MONTH			
B.	Collections:			
	Ancaster	15,881.92	0.00	15,881.92
	Dundas	11,344.28	3,096.00	14,440.28
	Flamborough	14,360.49	6,880.00	21,240.49
	Glanbrook	18,907.11	8,600.00	27,507.11
	Stoney Creek	10,587.95	5,160.00	15,747.95
C.	Interest	7,880.82	3,242.11	11,122.93
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,677,657.09	$684,667.73	$2,362,324.82

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING SEPTEMBER 30, 1998

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$654,106.63	$263,731.74	$917,838.37
	CURRENT MONTH			
B.	Collections:			
	Ancaster	839.65	0.00	839.65
	Dundas	0.00	0.00	0.00
	Flamborough	1,697.17	770.00	2,467.17
	Glanbrook	178.65	81.00	259.65
	Stoney Creek	80,271.41	34,112.25	114,383.66
C.	Interest	3,163.45	1,275.49	4,438.94
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$740,256.96	$299,970.48	$1,040,227.44

7

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Subject: **School Zone Review Committee - Terms of Reference**

Recommended Action:

Moved by: _____

That The Hamilton-Wentworth District School Board approve the attached Terms of Reference dated November 10, 1998 regarding the establishment of School Zone Review Committees.

Rationale:

On October 22, 1998 the Board approved the following resolutions:

That a School Zone Review Committee be established for each zone to review the capacity and surplus space in the zone and that the Committee report back with recommendations for possible closure and boundary changes by September 1999, for closure by September 2000.

That the composition of the School Zone Review Committee be referred to administration for a report back to the Business Committee.

As directed by the Board, Executive Council has met to discuss the composition of the School Zone Review Committees. Accordingly, the attached Terms of Reference dated November 10, 1998 are provided for Trustee consideration.

The attached Terms of Reference have been developed to serve the following purposes:

- establish composition of zone committees
- clarify zone committees mandate
- clarify reporting timeline and process
- demonstrate relationship between protocol documented in School Closure Policy and School Zone Review Committee protocol.

Also attached is a copy of the School Closure Policy.

DG/GdeJ
1998-11-10

attach.

C:\MyFiles\BusComm98\zonereviewcommTOR.wpd

7-1

The Hamilton-Wentworth District School Board

Zone School Closure Review Committee

Terms of Reference

Introduction

The Hamilton-Wentworth District School Board has approved the establishment of Zone School Closure Review Committees to address the new board's initial consideration of school consolidation. The approved School Closure Policy will be applied to address subsequent school consolidation issues. However, the criteria and principles included in the policy will serve as a reference point for the zone committees. The School Accommodation report dated October 22, 1998 prepared by Executive Council will also be a useful reference for the zone committees.

Mandate

A committee will be established for each zone identified in the October 22, 1998 Accommodation Report and will be responsible to accomplish the following:

- Consider the ministry-rated capacity, enrolment and other pertinent data of each school within the zone.
- Review the definition of the zone boundaries and provide comment.
- Review the October 22, 1998 recommendations of Executive Council regarding school closures within the zone.
- Prepare recommendations to address the excess of zone pupil capacity over zone pupil enrolment.
- Prepare recommendations to address the potential consolidation of schools for reasons other than capacity percentage: building condition, location within the zone, etc.
- Review current catchment areas of schools within the zone.
- Prepare recommendations to rationalize and redefine school catchment areas.
- Provide suggestions on the implementation of the new catchment areas.

Composition

The Zone School Closure Review Committees shall be comprised of:

- appropriate Superintendent of Education - Chair
- School Council chair or designate for each school within the zone
- Principal for each school within the zone
- area Trustee(s)

A protocol shall be advertised regarding the ability of other stakeholder groups to make presentations to zone committees. In addition, other resource staff may be in attendance as required.

...2

Report Template

The attached report template will be used by the zone committees, for consistency purposes, to structure their final reports.

Reporting Deadline and Process

Each Zone School Closure Review Committee will submit its report to Executive Council no later than February 28, 1999. Executive Council will review the zone committee reports and prepare recommended actions for Business Committee consideration. The full zone committees reports will be provided, in their entirety, to the Business Committee.

It is anticipated that articles 11, 12, 13 and 14 of the School Closure Policy (with necessary modifications) will guide the process subsequent to the presentation of Executive Council's recommended actions to the Business Committee.

1998-11-10

DG/GdeJ
attach.

C:\MyFiles\Consolidation\termsreference.wpd

7-3

SCHOOL CLOSURE IMPACT STUDY

School Considered for Closure

"Host" School(s)

CRITERION	IMPACT COMMENTARY	
	PLUSES eg. -enhanced facilities -cost savings	MINUSES: eg: -longer walking distance -additional bussing costs
1. Program Implications		
2. School Attendance Areas		
3. Enrolment Projections		
4. Transportation Issues		
5. Social Impacts		
6. Financial Impacts to School Operations		
7. Capital Needs of "Host" Schools		
8. Staffing Implications		
9. Alternative Use of Facilities		
10. Additional Considerations		

7-4

Approved by The Hamilton-Wentworth District School Board on September 24, 1998.

POLICY

School Closure Policy

Policy Statement:
It is the policy of The Hamilton-Wentworth District School Board to consider a school for closure on the basis of an Accommodation Review and School Closure Review Committee report in accordance with the administrative regulations.

Administrative Regulations:

1. The Board reserves the right to modify the usual time frame and/or sequence when special circumstances are identified.

2. The usual minimum time period between the identification of a school for potential closure and final decision of the Board will be six months.

3. Periodically the Superintendent of Business shall ensure that an Accommodation Review is undertaken of all school facilities. The Accommodation Review may take into account the following general considerations:

   - Program Viability - The number of students and staff in the school and/or other schools declines to a point where the quality of program is seriously endangered. Declining enrolment is jeopardizing the school's ability to meet the program needs of its students.

   - Low Occupancy - The enrolment of a school has fallen below 70% of capacity as calculated in accordance the Ministry of Education and Training's guidelines and enrolment projections confirm little, no or declining growth patterns.

   - Structural Condition - Economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

4. The Accommodation Review may indicate that a school or schools should be identified for potential closure based on a review of any or all of the following criteria:

   Elementary Schools:
   - Enrolment below 70% of the effective Ministry rated capacity
   - Continuing decline in kindergarten enrolment over several years
   - A large ratio of split or multi-grade classes
   - Limited facilities for specialized activities
   - A considerable number of vacant classrooms
   - High per-pupil operating costs
   - Failure of enrolment to justify scheduled maintenance costs
   - Limited new housing in area.

Secondary Schools:

- Enrolment below 70% of the effective Ministry rated capacity
- Continuing decline in enrolment over several years
- Continuing need to cancel courses due to under-subscription
- Increasing need to organize classes containing more than one year level and/or one difficulty level in order to preserve courses
- Increasing numbers of classes taught by teachers who do not have the qualifications to teach such classes listed on their Ontario Teacher Qualifications Record Card
- Inability to meet conditions of collective agreement with respect to Pupil Teacher Ratio, Pupil Teacher contact and supervision time constraints without injection of additional staff
- Insufficient staff to provide a viable co-instructional program base for full and active secondary school life
- Limited facilities for specialized activities

5. In the event that Executive Council concurs that a school or school(s) be identified for potential closure a recommended action shall be presented at an open session of the Business Committee. Such recommendation shall request approval for the identification of specific school(s) for potential closure and that a School Closure Review Committee report be initiated on behalf of each school to consider the ramifications of closure.

6. If the Board officially identifies a school for potential closure, it shall be the responsibility of the appropriate Superintendent of Education to:
   a) inform the Principal and Staff,
   b) inform by letter the parents of all students who would normally attend that school if it remained open,
   c) make arrangements for a public meeting at which the Director of Education will review the basis for the recommendations and explain the School Closure Review procedures,
   d) inform the general public through The Spectator and other local newspapers,
   e) inform the appropriate municipal council(s)

7. If the Board officially identifies a school for potential closure, it shall be the responsibility of the Superintendent of Business to initiate procedures forthwith for the establishment of a School Closure Review Committee.

8. The School Closure Review Committee shall be comprised of the following representatives:
   - the Superintendent of Business - (Chair)
   - the appropriate Superintendent of Education
   - the Manager of Accommodation and Planning
   - the principal of each school significantly affected by the proposal
   - one teacher from each school significantly affected by the proposal, representing and selected by the teaching staff of those schools
   - one support staff representative appointed by OSSTF - OCTU
   - one support staff representative appointed by CUPE
   - School Council Chair and one other parent representative from each school significantly affected by the closure
   - one trustee representative to be appointed by the Board
   - one non-parent ratepayer to be appointed by the Board
   - one student representative from each secondary school significantly affected by the closure (to be appointed by the Student Council)

9. The School Closure Review Committee shall consider specifically the following factors in preparing its School Closure Review Committee report:
   a) course selection and program implications for each of the schools involved
   b) school attendance areas
   c) school attendance and enrolment projections
   d) the need for and extent of transportation

e) the effect on the social environment of the community
f) the financial impact, including the effect on operational costs and capital implications
g) the capital needs of other schools that may have increased enrolment as a result of closure or modified organization
h) the effects on staffing
i) opportunities for alternative use of the facilities
j) any additional information considered pertinent by the School Closure Review Committee.

10. The School Closure Review Committee will have the responsibility and the authority to review all appropriate data The School Closure Review Committee
    a) shall receive briefs and/or delegations of concerned citizens regarding the school(s) identified by the Board as candidates for potential closure, and
    b) shall present its final report to the Business Committee, indicating whether the school(s) identified for potential closure should be closed in accordance with Board policy and specifying the reasons for such recommendation.

11. The Business Committee shall consider the School Closure Review Committee report and recommendations of the School Closure Review Committee and recommend that the Board take one of the following actions with respect to each school identified for potential closure:
    a) that the school be scheduled for closure, or
    b) that the school be studied further for possible closure, or
    c) that the school be removed from consideration for closure at the present time.

12. The Chair of the Business Committee shall present, in its entirety, the final report of the School Closure Review Committee to the Board at the next regular meeting. At this time, the Chair, as directed by the Business Committee, shall give notice of motion of the action approved at committee level. The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.

13. If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to:
    a) inform in writing those parties previously notified,
    b) advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.

14. If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.

8

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Subject: **Property Transition Committee Mandate**

Recommended Actions:

Moved by: _____

That current members of Property Transition Committee be canvassed for their willingness to serve on a Transportation Transition Committee.

Moved by: _____

That the composition and mandate of the Transportation Transition Committee be referred to Executive Council for appropriate action.

Moved by: _____

That the Property Transition Committee in its present format be disbanded.

Rationale:

On April 15, 1998 the attached advertisement was distributed regarding the establishment of a Property Transition Committee. The key issues for consideration by the committee as per the advertisement were as follows:

- A Property Transition Committee with representation from all employee groups, School Council, Home & School, and trustees will review L.E.I.C. recommendations and seek input in reviewing and developing new policies and procedures for the Board.
- That the committee assess the most efficient and economical means of planning for accommodation and transportation needs.
- Review and investigate the sale, lease or exchange of surplus buildings and vacant sites and that the revenues accrued be directed into new school construction.
- That transportation costs are reviewed within the region through efficiencies and that the savings be directed to meet accommodation needs.

8-1

The committee further refined these statements and approved appendix B as the committee's mandate and deliverables.

Subsequently, the Board has found it necessary to alter the committee's mandate on several occasions. Committee members understand that it is certainly within the purview of the Board to take such action. However, the committee respectfully requests that the Board review the mandate of the Property Transition Committee and reaffirm the tasks to be undertaken by this group.

DG/GdeJ
1998-11-10

attach.

C:\MyFiles\BusComm98\propertymandate.wpd

Appendix A

INVITATION TO PARTICIPATE

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
TRANSITIONAL PROCESS

PROPERTY Transition Committee
Chair: Merv Matier, Superintendent of Transitional Services

You are invited to participate in the *Property Transition Committee* as issues are addressed and recommendations are made to the Board. Listed below are the major issues for consideration - this is not necessarily a complete list as other issues will most certainly surface during discussion.

Key Issues for consideration:

- ✓ A Property Transition Committee with representation from all employee groups, School Council, Home & School, and trustees will review L.E.I.C. recommendations and will seek input in reviewing and developing new policies and procedures for the Board.
- ✓ That the committee assess the most efficient and economical means of planning for accommodation and transportation needs.
- ✓ Review and investigate the sale, lease, or exchange of surplus buildings and vacant sites and that the revenues accrued be directed into new school construction.
- ✓ That transportation costs are reviewed within the region through efficiencies and that the savings be directed to meet accommodation needs.

First Meeting Date: **Thursday, May 7, 1998**
4:30 – 6:15 p.m.
Hamilton-Wentworth District School Board
Lower Auditorium – 100 Main St. West

Before volunteering your participation please consider the following criteria:

- *members, who are group representatives, will represent the views of the member group - not personal self-interest*
- *members will be willing to attend meetings regularly*
- *members will possess an interest in the issue*
- *members will be committed to achieving results*
- *members will be willing to support committee decisions*

Please indicate your willingness to participate by calling Mary Davis, Assistant to Merv Matier, Superintendent of Transitional Services at 527-5092, ext. 2357 or by e-mail at *mdavis@hwdsb.on.ca*, profs i.d. – *"mdavis"*, **by Friday, May 1.**

PROPERTY TRANSITION COMMITTEE

The Hamilton-Wentworth District School Board

Property Committee

Committee Mandate

Basic Statement:

The Property Transitions Committee has been established with representation from all employee groups, School Council, Home & School and trustees in order to address transition issues related to property, accommodation and transportation. The committee will follow-up on and consider L.E.I.C. recommendations and issues referred by the Board relevant to property, accommodation and transportation.

Committee Deliverables:

Committee Deliverables	Policy	Recommendation
Sites: • Vacant • Designated • Existing School Sites	✓	✓
Capacity • School Closure • Portable Utilization • School Additions • New Schools	✓	✓ ✓ ✓ ✓
Boundaries	✓	✓
Transportation	✓	✓

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

November 12, 1998

To: Merv Matier, Director of Education and Secretary

From: Ken Bain, Superintendent of Education

Re: ***Ancaster Senior Public School Transportation Safety Report***

Recommended Action:

Moved by _____ that the Ancaster Senior Public School Transportation Safety Report be received for information.

Background:

On October 7, 1998, a representative of the Ancaster Senior Public School Council made a delegation presentation to the Business Committee requesting that trustees approve asbestos remediation work at the school. In the course of his presentation, some trustees became concerned about comments relating to student safety at the Ancaster Senior School transfer point. The potential resolution to the parental safety concerns was left to the officials. I visited the transportation transfer point to ascertain the extent of the risk that the situation presented to our students.

- 250 students use the transfer point to catch the buses into Dundas
- students assemble in three distinct areas in front of Ancaster Senior
- 18 buses travel through the transfer point – this includes five buses that take students into Dundas
- one teacher volunteers to supervise and marshal students into the five buses in the morning at which time there are no dedicated bus assignments (going to a common destination)
- five teachers (working in pairs) supervise the students at the end of the day at which time there is dedicated busing (going in different directions according to home address)
- the first bus arrives at 7:45 a.m. and the last bus leaves at 8:00-8:05
- a similar timeframe (15 – 20 minutes) exists for students at the end of the day

Issue:

Parents have shared their concerns about the inherent potential danger of a situation whereby 250 eleven and twelve year-olds are at a bus loading area. They are concerned about

- students running in front of buses and passenger cars as vehicles arrive and depart from the transfer point.
- students running to embark or disembark from the buses
- supervision of the students
- students waiting in inclement weather
- construction traffic
- students arriving late for school

Actions To Date:

The following activities have occurred:

- I have met with the school council's Transportation Safety Sub-Committee to explore safety issues and to brainstorm possible solutions
- School administration has had several discussions with the sub-committee in order to address safety concerns
- School Council has presented its concerns to Ancaster Town Council regarding the utilization of crossing guards
- School administration has continued to ensure supervision and has arranged back-up emergency supervision
- Students have discussed safety at the transfer point in their Advisor lessons
- A letter has been sent home asking parents to review safety rules and reinforce safe behaviours
- I have met with T. Cupido to express my concerns regarding construction vehicle traffic at Ancaster Senior
- A memo was sent to B. Thomson addressing my concerns regarding increased vehicle traffic (Appendix 1)
- BMT 2000 has tentatively revised the Grade Seven bus schedules to add up to five buses per day thereby eliminating the need to utilize Ancaster Senior Public as a transportation transfer point

Cost of one bus per day (thereby eliminating 50 students from the transfer point) = $155

Number of school days until anticipated return to Senior Public = 40

Total cost for one bus = $6200
two buses = $12,400
three buses = $18,600
four buses = $24,800
five buses = $31,000

This could be added to the cost of asbestos remediation and be charged to the School Renewal budget. This was done in the case of the extra transportation costs when Lake Avenue School was closed due to arson.

Executive Council did not support the additional costs as there was a concern about setting a precedent regarding how this Board will deal with parental safety concerns at other bus stops. The request for additional busing is outside the policy and transportation guidelines.

9-2

RECEIVED OCT 1 5 1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

APPENDIX 1

Health & Safety
M E M O R A N D U M

TO: Bruce Thomson
Manager of Plant

FROM: Judi S. Goldsworthy
Health & Safety Officer

RE: ***Transportation Safety Issue for Ancaster Sr.***

With the added traffic flow at the Ancaster Senior and Fessenden loop due to the addition of transfer buses and construction/constructor vehicles, a restriction for vehicle movement will be placed on all vehicles associated with the asbestos construction project at Ancaster Senior. This is to ensure the safety of students, staff , visitors and construction workers.

Personal and company vehicles of all contractor/construction workers, as well as delivery and garbage vehicles involved in the asbestos project at Ancaster Senior are asked not to enter or leave the Ancaster Senior property, including the Ancaster Senior/Fessenden loop, from 7:30 am to 8:30 am and 3:00 pm to 4:00 pm when the buses are loading and unloading.

Please ensure that this information is shared with the general contractor and all the sub-contractors involved with the project. The Health and Safety Office will be monitoring this matter on a periodic basis.

Thank you for your co-operation on this important matter. Should this request create any problems, please do not hesitate to contact me (pager: 572-4855).

1998 10 15

pc M. McDonagh, Safety Technician
S. Fair, Supervisor, Regulated Substances
B. Urie, Health & Safety Co-ordinator
T. Cupido, Superintendent of Plant Services
R. Hirst, Principal, Ancaster Sr.
K. Bain, Superintendent of Schools

C:\MyFiles\HWDSB\B. Thomson\transsafetyancsr.wpd

10

TO: Merv Matier, Director of Education and Secretary

FROM: A. Cupido, P. Eng., Superintendent of Plant Services
D. O'Connor, P. Eng., Manager, Design Services

RE: Request for Additional Easement on Holbrook School Property

DATE: 1998 11 12

Recommended Action:

1. Moved by: _____ seconded by _____ that The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the Hamilton East Community Services Corporation (HECSC) for the purpose of permitting an additional easement on a triangular shaped piece of property (north of the previously approved easement), bounded by the northern property line of Holbrook School in order to install additional required building services (1 ¼" diameter natural gas service line) for the proposed new Interval House.

The additional easement is indicated as PART 3 on the attached site plan. The already provided easement is indicated as PART 2.

2. Moved by: _____ seconded by _____ that The Hamilton-Wentworth District School Board permit HECSC to act, in co-ordination with the Manager, Design Services, as agent in this matter for the purpose of acquiring necessary permits required by the City of Hamilton or other Authorities.

Rationale:

Staff has been contacted by Mr. Dennis Wilson, HECSC – Director of Development for the request for the additional easement for the Interval House project. Hamilton East Community Services Corporation is the project development and project service body for the Kiwanis Club of Hamilton East Inc., a non-profit service group. Interval House of Hamilton Wentworth is a non-profit charitable organization that provides residential and non-residential service to women who are abused by their partners (and to their children) and works to eliminate violence against women through public education and political action.

In considering the request, staff has taken the following steps:

- Met with Mr. Dennis Wilson, HECSC – Director of Development
- Reviewed the site and discussed the project effects on the site with staff at the school

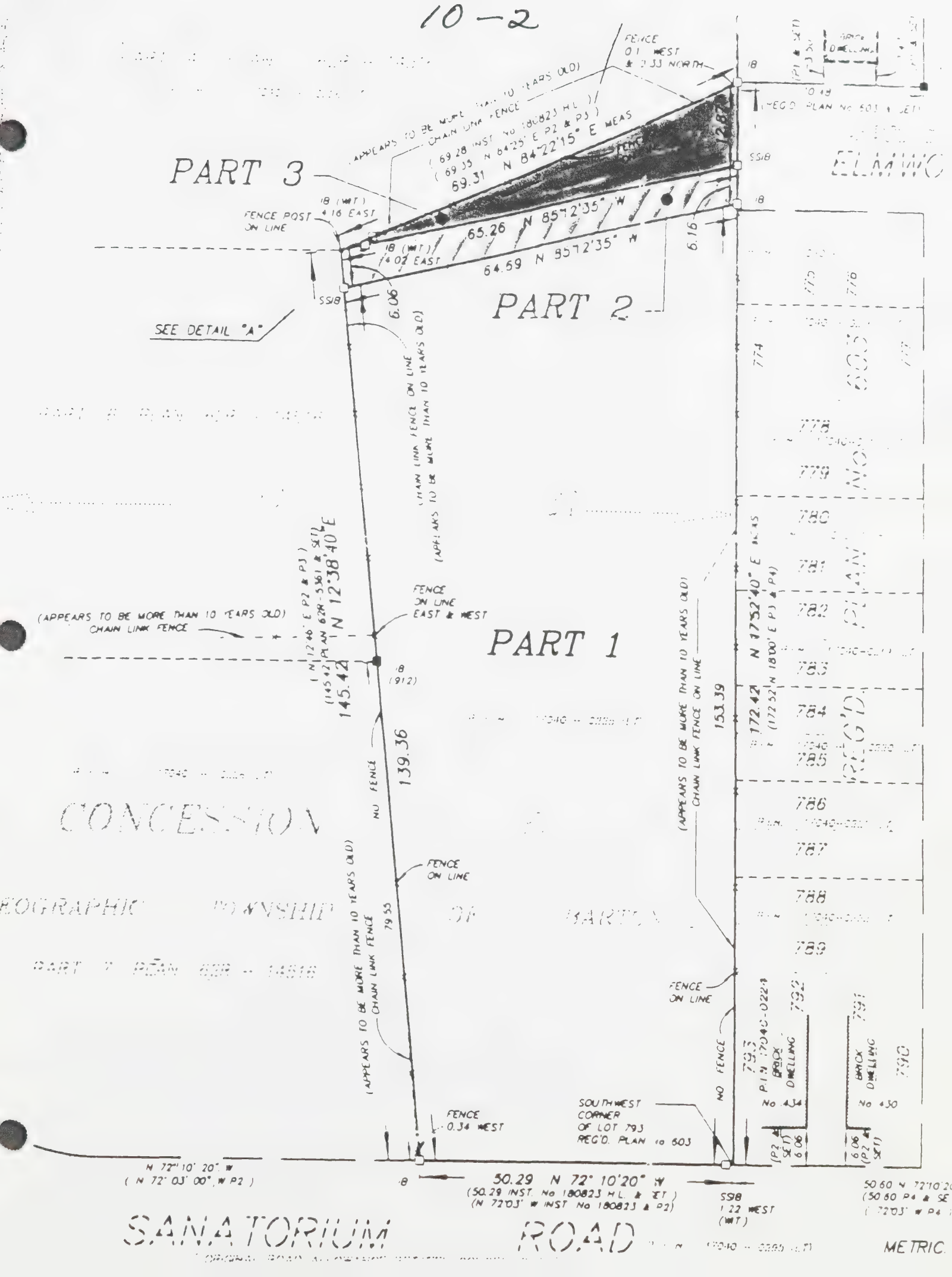
- Reviewed the necessary information provided, including engineering drawings, consulting engineering reports and landscape and architectural plans
- Reviewed existing drawings of the school property to investigate potential interferences with existing services and to identify any otherwise unrelated problems currently existing at the site.

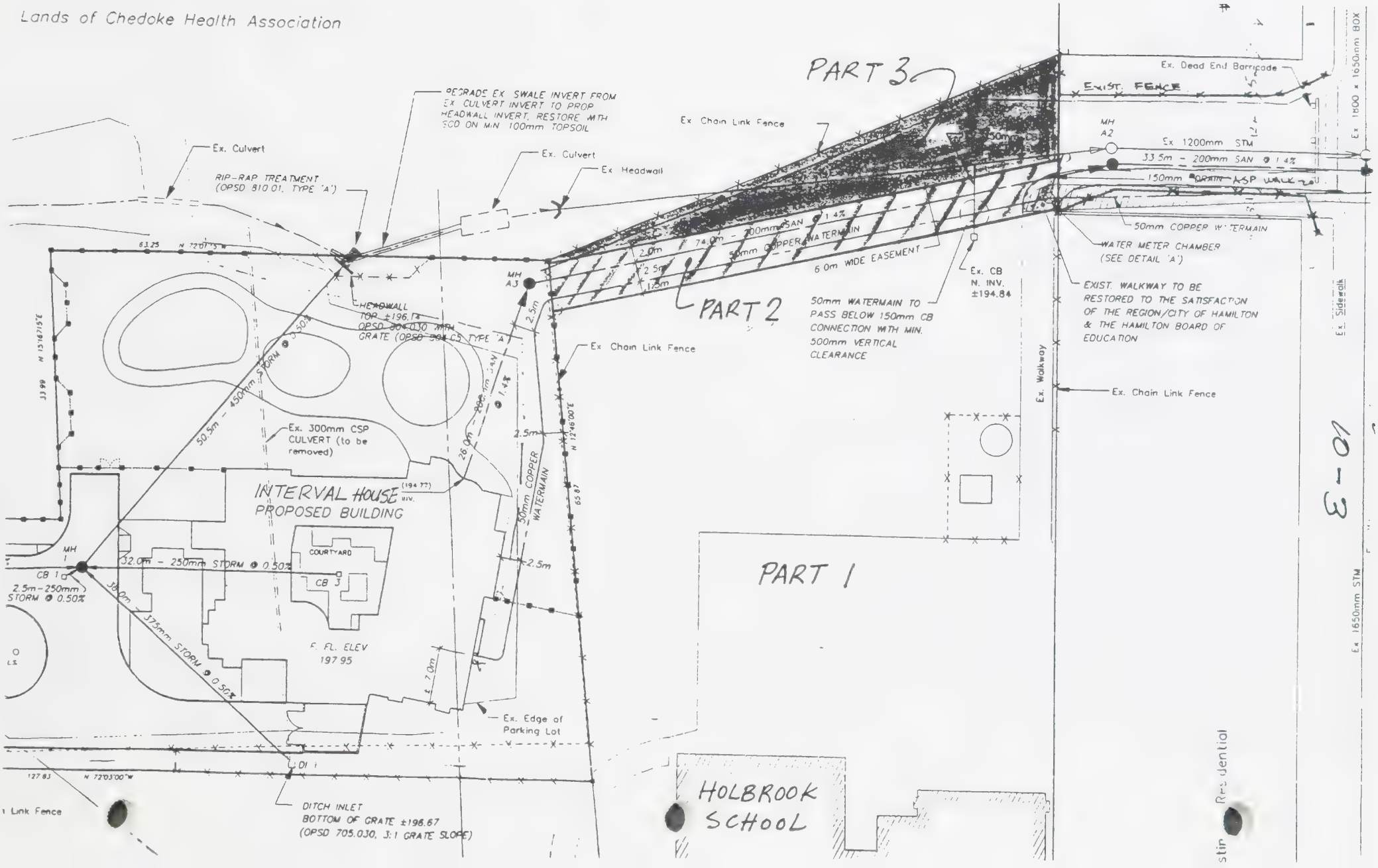
Interval House (Hamilton Wentworth), in collaboration with HECSC as their agent, has identified the need and acquired a location for this essential community support facility. The former Board has given approval to enter into agreements through the Property Department for easements on other school properties for a variety of utility, municipal and community facilities in the past.

After review of the request by staff, it is recommended that the easement request be approved.

mb

10-2


PART 3
PART 2
PART 1
FENCE 0.1 WEST & 2.33 NORTH
(APPEARS TO BE MORE THAN 10 YEARS OLD) CHAIN LINK FENCE
(69.28 INST. No 180823 H.L.)
(69.33 N 64°25' E P2 & P3)
69.31 N 84°22'15" E MEAS
12.87
REG'D PLAN No 503
ELMWO
18 (MT) & 1.16 EAST
FENCE POST ON LINE
65.26 N 85°12'35" W
64.59 N 85°12'35" W
6.16
18 (MT) & 4.02 EAST
SSIB
6.06
SEE DETAIL "A"
(APPEARS TO BE MORE THAN 10 YEARS OLD) CHAIN LINK FENCE ON LINE
N 12°38'40" E
(N 12°46' E P2 & P3) PLAN 62R-5361 & SET
(APPEARS TO BE MORE THAN 10 YEARS OLD) CHAIN LINK FENCE
FENCE ON LINE EAST & WEST
(145.42) 145.42
18 (912)
139.36
NO FENCE
FENCE ON LINE
(APPEARS TO BE MORE THAN 10 YEARS OLD) CHAIN LINK FENCE
79.55
N 17°52'40" E MEAS
(N 17°52'40" E P3 & P4)
153.39
172.42
(APPEARS TO BE MORE THAN 10 YEARS OLD) CHAIN LINK FENCE ON LINE
FENCE ON LINE
NO FENCE
SOUTH WEST CORNER OF LOT 793 REG'D. PLAN No 603
FENCE 0.34 WEST
BRICK DWELLING No 434
BRICK DWELLING No 430
(P2 & SET) 6.06
(P2 & SET) 6.06
N 72°10'20" W
(N 72°03'00" W P2)
50.29 N 72°10'20" W
(50.29 INST. No 180823 H.L. & ET.)
(N 72°03' W INST No 180823 & P2)
SSIB 1.22 WEST (MT)
50.60 N 72°10'20"
(50.60 P4 & SET)
(N 72°03' W P4
CONCESSION
SANATORIUM ROAD
METRIC


Lands of Chedoke Health Association
PART 3
PART 2
PART 1
Ex. Culvert
RIP-RAP TREATMENT (OPSD 810.01, TYPE 'A')
REGRADE EX. SWALE INVERT FROM EX. CULVERT INVERT TO PROP. HEADWALL INVERT, RESTORE WITH SOD ON MIN. 100mm TOPSOIL
Ex. Culvert
Ex. Headwall
Ex. Chain Link Fence
Ex. Dead End Barricade
EXIST. FENCE
MH A2
Ex 1200mm STM
33.5m - 200mm SAN @ 1.4%
150mm ASP WALK
50mm COPPER WATERMAIN
WATER METER CHAMBER (SEE DETAIL 'A')
EXIST. WALKWAY TO BE RESTORED TO THE SATISFACTION OF THE REGION/CITY OF HAMILTON & THE HAMILTON BOARD OF EDUCATION
Ex. Sidewalk
Ex 1800 x 1650mm BOX
74.0m - 200mm SAN @ 1.4%
50mm COPPER WATERMAIN
6.0m WIDE EASEMENT
Ex. CB N. INV. ±194.84
50mm WATERMAIN TO PASS BELOW 150mm CB CONNECTION WITH MIN. 500mm VERTICAL CLEARANCE
MH A3
HEADWALL TOP ±196.14 OPSD 804.030 WITH GRATE (OPSD 804.CS TYPE 'A')
Ex. Chain Link Fence
Ex. Walkway
Ex. Chain Link Fence
50.5m - 450mm STORM @ 3.50%
Ex. 300mm CSP CULVERT (to be removed)
INTERVAL HOUSE PROPOSED BUILDING
(194.77) INV.
COURTYARD
MH 1
CB 1
32.0m - 250mm STORM @ 0.50%
2.5m - 250mm STORM @ 0.50%
CB 3
38.0m - 375mm STORM @ 0.50%
F. FL. ELEV 197.95
± 7.0m
Ex. Edge of Parking Lot
DI 1
DITCH INLET BOTTOM OF GRATE ±196.67 (OPSD 705.030, 3:1 GRATE SLOPE)
HOLBROOK SCHOOL
Ex 1650mm STM
3-01
Residential

1998 11 12

TO: **Merv Matier, Director of Education**

FROM: **P. Gillie, Superintendent of Education**

RE: **SEEC - Safe EMF Environment for Children - Delegation**

RECOMMENDATION:

Moved by _____, seconded by _____ that no action be taken at this time on the establishment of a H-W Guideline Committee.

BACKGROUND:

Representation by SEEC - Safe EMF Environment Committee, was made in June 1998. The Delegation requested that the Board establish a Committee to develop:

- Guidelines and Action Limits
- Intervention Strategies
- Monitoring and Surveillance Protocols

The Committee is intended to be stakeholder based and include parents, students, teachers, other staff, administrators and public health advocates. The approach suggested is interest based with the focus on precaution, achievability and feasibility. The delegation indicated that the work of such a committee would take about 6 to 9 months to implement. A key factor for consideration is administrative/staff time and volunteers in the community.

It was moved that the presentation from SEEC be referred to the administration for review and comment.

RATIONALE:

1. The Board has two Committees in place that could take under consideration concerns regarding this topic. The Joint Occupational Health and Safety Committee has responsibility for safe workplace environments. The ITAC - Information Technology Advisory Committee has responsibility for the acquisition and installation of computers in our classrooms. Board staff already involved with these committees would likely be required to address the mandate of the recommended new committee.
2. Both Committees are in the process of getting underway in the context of the new Hamilton-Wentworth District School Board. The priority issues for these Committees at this time are in the start up and bringing together of the respective areas of focus as identified through the work of L.E.I.C. for transition.
3. The Health and Safety Office has responded on an as needed basis to Principals inquiries about EMF and computer placements.
4. There are no specific requirements issued from the Ministry of Education or other regulatory body.
5. The delegation feels the initiative does not involve a large cost. Executive Council recognizes the reasoned approach being suggested by SEEC. Executive Council believes that the work and participation of staff on Committees and work groups is important and must be allocated in line with Board priorities and funding. The assignment of staff to tasks has a cost factor directly related to the time spent on the task. Currently there exist a number of tasks that have not been able to be addressed by the Board during this time of transition. In light of the fact that two Committees already exist that could take under consideration this topic and advice can be provided to Principals through the Health and Safety Office, Executive Council is not recommending that a Guideline Committee be established at this time.

12

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education

From: Wayne Joudrie, Superintendent of Education

Date: November 12, 1998

Subject: **DALEWOD REUNION**

Recommended Action:

Moved by _____, that the request of the Dalewood Reunion Committee to have access to the school on Saturday, May 8th, 1999 be approved.

Rationale:

Please see attached correspondence.

WJ/id

12-1

DALEWOOD MIDDLE SCHOOL
1150 Main Street West, Hamilton, Ontario L8S 1C2

Telephone: (905)528-8631
Fax: (905)528-8448
email - dalewood@hwdsb.on.ca

September 22, 1998.

Mr. Wayne Joudrie,
Superintendent of Education,
Hamilton-Wentworth District
School Board,
100 Main Street West,
Hamilton, Ontario.
L8N 3L1

Dear Mr. Joudrie:

As you may be aware, Dalewood Middle School will be celebrating its 50th Anniversary in 1999. To mark this occasion, a reunion committee has been formed to begin preparations for ongoing celebrations during the school year, 1998 - 1999.

The highlight of next year will be the 50th Anniversary Reunion which we would like to celebrate on Saturday, May 8, 1999 by making use of the school and its facilities. We anticipate needing access to the building from 7:30 a.m. to 6:00 p.m.

We therefore respectfully request use of Dalewood School on Saturday, May 8, 1999 between the hours of 7:30 a.m. and 6:00 p.m.; the cost of such arrangements to be absorbed by the Board of Education.

Thank you for your kind attention to this request and we look forward to your favourable reply.

Yours truly,

Judith E. Dennis
Joyce Schumacher

Judy Dennis & Joyce Schumacher,
Chairpersons,
Dalewood Reunion Committee.

C. D. Taylor,
Principal.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education

From: Wayne Joudrie, Superintendent of Education

Date: November 12, 1998

Subject: **KIWANIS REQUEST**

Recommended Action:

Moved by _____, that the request from the Hamilton East Kiwanis Boys' and Girls' Club to use Queen Mary School from December 1st – December 20th, 1998 be approved, and that fees be waived.

Rationale:

During the reconstruction of Queen Mary, the Kiwanis Boys' and Girls' Club provided its gymnasium to the students of Queen Mary free of charge for an extra semester.

Currently, the Kiwanis Boys' and Girls' Club is undergoing some minor construction of their own. By allowing access to Queen Mary, the programs which would have been cancelled, will be able to proceed as planned.

Our relationship with Kiwanis has been a long and positive one. This recorded action will serve to further enhance the relationship.

Please see attached correspondence.

W Joudrie

WJ/id

QUEEN MARY ELEMENTARY SCHOOL
1292 Cannon Street East, Hamilton, Ontario L8H 1V6
Telephone: (905) 547-0321
Fax: (905) 547-0759

October 30, 1998.

Dear Mr. Joudrie,

The purpose of this letter is to support the request of Glenn Harkness, to use Queen Mary School, as a site to run some Kiwanis programmes during the month of December. The dates required are December 1 to December 20. The programmes would run from 6 pm to 8 pm Monday to Friday and the Christmas parties would require the school to be used from 8:30 am to 5:00 pm on December 19 and 20.

The Hamilton East Kiwanis Boys' and Girls' Club is an important partner in the Queen Mary community and Glenn and Kiwanis have been an incredible source of support to many of our families and to us. It would give us great pleasure to be able to help them in this way.

We know that the Kiwanis staff will be diligent in their duties while using this building and we believe that our own students will display a degree of pride as they share this beautiful facility with their neighbours and friends.

Sincerely,

L. Millen

L. Millen,
Principal.

13-2

Hamilton East Kiwanis Boys' and Girls' Club
45 Ellis Ave., Hamilton, Ontario L8H 4L8 Phone 549-2814 Fax 549-2313

HAMILTON EAST KIWANIS 50 YEARS
BOYS' AND GIRLS' CLUB
1948-1998

October 27, 1998

Lindy Millen, Principal
Queen Mary School
1292 Cannon St. East
Hamilton, Ontario L8H 1V6

Dear Ms. Millen:

This will confirm our conversation yesterday.

During construction of Queen Mary School the Hamilton East Kiwanis Boys' and Girls' Club provided gymnasium time at the Boys' and Girls' Club at no cost. The gym time averaged out to be 6 hours per week for the entire semester.

Please be advised that our facility will have minor construction done, during the month of December. What we require is the use of Queen Mary School from 6 p.m. to 8 p.m., Monday to Friday. The dates we require are as follows: December 1 to December 18th. As requested earlier we require the gymnasium on December 19th and 20th from 8:30 a.m. until 5:00 p.m. for our children's Christmas parties.

Please understand that we will have part-time staff running programs fro 6 - 8 p.m. and a full-time staff person overseeing the program that would stay at Queen Mary School during the program.

The Kiwanis Boys' and Girls' Club believe that neighbourhood and community based approaches that reach out to children and youth and families hold the greatest potential for fulfilling our agencies mission. I believe the relationship between Queen Mary School and the Hamilton East Kiwanis Boys' and Girls' Club is a good example of that.

If you have any questions concerning our organization please cal me.

Sincerely,

Glenn Harkness
Manager

MEMBER AGENCY
UNITED WAY of BURLINGTON
HAMILTON-WENTWORTH

SUPPORTED BY THE
CORPORATION
OF THE CITY
OF HAMILTON

HAMILTON EAST KIWANIS
SERVICE FOUNDATION

15

1998 11 12

TO: **Merv Matier, Director of Education**

FROM: **P. Gillie, Superintendent of Education**
A. Cupido, Superintendent of Plant

RE: **Comprehensive Energy and Water Reduction Program - Update**

RECOMMENDATION:

1. Moved by _____, seconded by _____that, Opportunity Assessment Feasibility Studies be conducted in the remaining schools (those in the County) of the Hamilton-Wentworth District School Board.

RATIONALE:

1. An update of the Comprehensive Energy and Water Reduction Program was brought to the Board in April 1998. As well, Trustees participated in a workshop that highlighted the project goal, components, methodology and status. Savings targets were identified and trends to date were illustrated. In June 1998, a report showing savings for schools in Basket One was presented for information. Appendix One of this report details savings in Basket One Schools for the period of January 1998 to August 1998. It must be understood that not all measures were fully installed during this period. These savings while not audited indicate that the project target savings are in line with predictions.

2. At this time Basket One is complete and both Tescor and Board Representatives are carrying out the finalization steps related to documentation, manuals, follow up training, deficiency clean up, and final cost in order to be able to declare Basket One totally complete. The final cost of the basket will be under the projected budget for this phase of the project.

3. Installations for Basket Two are well underway and training is being carried out. An examination of the budget for the project in light of a carry over from Basket One, favourable product prices, and monies for deferred maintenance, has enabled the restoration of some measures in Basket Two. The cost payback scenario of ten years or simple payback of 8.3 years remains in tact for the project.

4. Training for Caretakers, Site Leaders, Supervisory and Maintenance Staff has been conducted. Three Awareness Sessions for all school teams have been completed. The first of these sessions involved the Principal, a Teacher, the Caretaker, a Student and Parent. The focus was about the project in general and an understanding of energy savings in the school. The second session involved teachers, students, parents, and covered ways in which students could audit energy savings in their school. The last session for teachers and students focussed on sustainability and the curriculum. These sessions have been a value-added part of Destination Conservation. We believe that there is a good link between these sessions and the new Ontario Curriculum especially in Science and Technology and those topics dealing with energy and water.

5. Feasibility Studies are underway for Basket Three Schools. Before these studies were started we reviewed the study process used for Basket One and Two to see if we could streamline the studies. In light of what we learned in Basket Two and already knowing that savings potential for schools in Basket Three will be the smallest, it was mutually decided to carry out assessments without doing detailed design in this stage. We have adopted an opportunity assessment approach. The information gathered from these audits will confirm schools for which guaranteed savings can be achieved within the cost payback scenario. As a result, detailed design will only be done for measures and schools in which installations will be feasible. This approach results in detailed studies for all schools as originally required by the Board. By delaying the design step and carrying it out selectively, we save about $ 60,000 in project cost for this process.

6. Since the inception of the Hamilton - Wentworth District School Board, questions about the inclusion of county schools in the project have been raised. Part of the workshop presentation in April included the possibility of expanding the project to county schools with a simple payback of less than 8.3 years. Although lighting retrofits have been done in county schools, potential energy savings can be realized with water controls, heating and ventilation controls, building envelope sealing, portable controls and lighting retrofits in portables.

   With fewer dollars being allocated through the funding model for the upkeep of school facilities, it is imperative that our facilities operate as efficiently as possible. Results from Basket One are coming in on target. We have taken steps in Basket Two to remain inside the cost payback scenario. By reviewing our results and processes from Basket One and Two we have developed at less cost an approach for Basket Three audits that will produce the requisite data to assess the potential energy savings for Basket Three.

   We recommend that opportunity assessment feasibility studies be conducted in county schools. The project cost savings of $ 60,000 for Basket Three Feasibility Studies can be used to conduct these additional studies without adding to the overall project cost. When the studies are completed, the results with recommendations would be reported to the Board.

7. Tescor Energy Services Inc. has entered a partnership with a leading U.S. integrated energy company. Notice of this change was received in late September. The following information is excerpted from the transition package received about this corporate change. The company is DukeSolutions of Charlotte, North Carolina. Tescor joins DukeSolutions as its Canadian Operation and will continue to be headquartered in Toronto with the same management team. Officially, Tescor is now named DukeSolutions Canada Inc. In this new partnership, all Tescor performance guarantees will be upheld as will the same commitment to quality customer service. This new relationship allows Tescor to provide greater options for client service and integrate procurement with energy efficiency. Tescor's commitment to vendor independence, exceptional client service and objective best-value solutions remain in place. These features are among the reasons why the Board selected Tescor.

ATTACHMENT:

Appendix One Savings for Basket One Schools January 1998 to August 1998

Hamilton-Wentworth District School Board

BASKET 1

SAVINGS SUMMARY OVERVIEW

TOTALS FOR BASKET 1	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	PERCENT OF TARGET SAVINGS
GAS	$202,024	$58,230	$51,795	89%
ELECTRIC	$310,651	$127,465	$137,588	108%
WATER	$45,263	$37,033	$39,317	106%
SUB TOTAL	$557,938	$222,728	$228,700	103%
GST	$39,056	$15,591	$16,009	
GRAND TOTAL*	**$596,993**	**$238,319**	**$244,709**	**103%**

Actual Savings are 103% of the prorated target from the savings commencement date

*Savings are unreconciled:
-savings do not include material change adjustments

15-3

Hamilton-Wentworth District School Board

BASKET 1

SAVINGS SUMMARY

SCHOOLS	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	PERCENT OF TARGET SAVINGS
BARTON SECONDARY				
TOTAL	$39,801	$22,207	$17,812	80%
BENETTO SCHOOL				
TOTAL	$32,736	$18,200	$10,601	58%
DALEWOOD SCHOOL				
TOTAL	$36,328	$7,479	$12,275	164%
EASTMOUNT PARK				
TOTAL	$13,000	$4,049	$4,115	102%
FERNWOOD PARK SCHOOL				
TOTAL	$8,505	$4,254	$2,667	63%
HUNTINGTON PARK				
TOTAL	$17,409	$5,755	$4,441	77%
QUEENSDALE SCHOOL				
TOTAL	$11,689	$7,165	$3,326	46%
ROSEDALE SCHOOL				
TOTAL	$11,669	$3,495	$1,996	57%
SENECA SCHOOL				
TOTAL	$16,189	$9,332	$9,265	99%
SIR ALLAN MCNAB SCHOOL				
TOTAL	$76,576	$30,706	$33,590	109%
SIR JOHN A. MACDONALD				
TOTAL	$154,743	$45,238	$73,865	163%
SIR WINSTON CHURCHIL				
TOTAL	$73,713	$31,056	$24,327	78%
THORNBRAE SCHOOL				
TOTAL	$7,189	$3,753	$1,820	48%

SCHOOLS	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	PERCENT OF TARGET SAVINGS
VISCOUNT MONTGOMERY				
TOTAL	$16,332	$10,920	$8,334	76%
W.H. BALLARD SCHOOL				
TOTAL	$18,740	$7,692	$8,283	108%
WESTWOOD SCHOOL				
TOTAL	$13,655	$4,738	$5,768	122%
WOODWARD SCHOOL				
TOTAL	$9,664	$6,689	$6,215	93%
TOTALS: BASKET 1				
GAS	$202,024	$58,230	$51,795	89%
ELECTRIC	$310,651	$127,465	$137,588	108%
WATER	$45,263	$37,033	$39,317	106%

SUB TOTAL	$557,938	$222,728	$228,700	103%
GST	$39,056	$15,591	$16,009	
GRAND TOTAL*	**$596,993**	**$238,319**	**$244,709**	**103%**

*Savings are unreconciled:
-savings do not include material change adjustments

Hamilton-Wentworth District School Board

BASKET 1

SAVINGS SUMMARY WITH DETAILS

SCHOOLS	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	SAVINGS COMMENCEMENT DATE
BARTON SECONDARY				
GAS	$5,509	$941	$2,932	Apr-98
ELECTRIC	$28,732	$16,717	$11,329	Jan-98
WATER	$5,560	$4,549	$3,551	Dec-97
TOTAL	$39,801	$22,207	$17,812	80%
BENETTO SCHOOL				
GAS	$22,432	$12,619	$7,244	Aug-97
ELECTRIC	$8,656	$4,232	$1,886	Jan-98
WATER	$1,648	$1,348	$1,471	Dec-97
TOTAL	$32,736	$18,200	$10,601	58%
DALEWOOD SCHOOL				
GAS	$26,353	$2,663	$4,747	Mar-98
ELECTRIC	$8,317	$3,459	$3,910	Jan-98
WATER	$1,658	$1,357	$3,618	Jan-98
TOTAL	$36,328	$7,479	$12,275	164%
EASTMOUNT PARK				
GAS	$6,883	$667	$1,315	Mar-98
ELECTRIC	$4,576	$2,121	$1,332	Jan-98
WATER	$1,541	$1,261	$1,468	Dec-97
TOTAL	$13,000	$4,049	$4,115	102%
FERNWOOD PARK SCHOOL				
GAS	$2,887	$560	$99	Feb-98
ELECTRIC	$4,137	$2,482	$1,819	Jan-98
WATER	$1,481	$1,212	$749	Dec-97
TOTAL	$8,505	$4,254	$2,667	63%
HUNTINGTON PARK				
GAS	$10,501	$674	$1,509	Apr-98
ELECTRIC	$3,306	$2,134	$1,270	Jan-98
WATER	$3,602	$2,947	$1,662	Dec-97
TOTAL	$17,409	$5,755	$4,441	77%
QUEENSDALE SCHOOL				
GAS	$6,696	$4,347	$1,438	Sep-97
ELECTRIC	$3,870	$1,899	$1,123	Jan-98
WATER	$1,123	$919	$765	Dec-97
TOTAL	$11,689	$7,165	$3,326	46%

SCHOOLS	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	SAVINGS COMMENCEMENT DATE
ROSEDALE SCHOOL				
GAS	$7,045	$1,844	$1,323	Jan-98
ELECTRIC	$3,620	$830	$673	Jan-98
WATER	$1,004	$821	$0	Dec-97
TOTAL	$11,669	$3,495	$1,996	57%
SENECA SCHOOL				
GAS	$6,244	$4,048	$3,773	Sep-97
ELECTRIC	$7,509	$3,290	$3,516	Jan-98
WATER	$2,436	$1,993	$1,976	Dec-97
TOTAL	$16,189	$9,332	$9,265	99%
SIR ALLAN MCNAB SCHOOL				
GAS	$23,501	$5,714	$4,882	Mar-98
ELECTRIC	$46,970	$19,997	$24,298	Jan-98
WATER	$6,105	$4,995	$4,410	Dec-97
TOTAL	$76,576	$30,706	$33,590	109%
SIR JOHN A. MACDONALD				
GAS	$18,354	$1,846	$5,145	Apr-98
ELECTRIC	$133,052	$40,662	$65,590	Jan-98
WATER	$3,337	$2,730	$3,130	Dec-97
TOTAL	$154,743	$45,238	$73,865	163%
SIR WINSTON CHURCHIL				
GAS	$34,901	$11,400	$7,141	Feb-98
ELECTRIC	$34,525	$16,148	$13,207	Jan-98
WATER	$4,287	$3,508	$3,979	Dec-97
TOTAL	$73,713	$31,056	$24,327	78%
THORNBRAE SCHOOL				
GAS	$2,709	$694	$0	Feb-98
ELECTRIC	$3,518	$2,272	$1,820	Jan-98
WATER	$962	$787	$0	Dec-97
TOTAL	$7,189	$3,753	$1,820	48%
VISCOUNT MONTGOMERY				
GAS	$8,547	$5,605	$5,415	Aug-97
ELECTRIC	$5,729	$3,633	$911	Feb-98
WATER	$2,056	$1,682	$2,008	Dec-97
TOTAL	$16,332	$10,920	$8,334	76%
W.H. BALLARD SCHOOL				
GAS	$9,578	$1,585	$1,722	Mar-98
ELECTRIC	$5,681	$3,259	$2,181	Jan-98
WATER	$3,481	$2,848	$4,380	Dec-97
TOTAL	$18,740	$7,692	$8,283	108%

SCHOOLS	ANNUAL SAVINGS TARGET (ALL MEASURES)	PRORATED TARGET FROM SAVINGS COMMENCEMENT DATE	ACTUAL MEASURE SAVINGS TO DATE	SAVINGS COMMENCEMENT DATE
WESTWOOD SCHOOL				
GAS	$6,826	$739	$606	Mar-98
ELECTRIC	$4,559	$2,142	$2,008	Jan-98
WATER	$2,270	$1,857	$3,154	Dec-97
TOTAL	$13,655	$4,738	$5,768	122%
WOODWARD SCHOOL				
GAS	$3,057	$2,284	$2,504	Sep-97
ELECTRIC	$3,895	$2,187	$715	Jan-98
WATER	$2,712	$2,219	$2,996	Dec-97
TOTAL	$9,664	$6,689	$6,215	93%
SUB TOTAL	$557,938	$222,728	$228,700	103%
GST	$39,056	$15,591	$16,009	
GRAND TOTAL*	**$596,993**	**$238,319**	**$244,709**	**103%**

*Savings are unreconciled:
-savings do not include material change adjustments

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
1998 11 12

16

ONTARIO SECONDARY SCHOOL
STUDENTS' ASSOCIATION

CENTRAL-NIAGARA
REGION

79 Connaught Ave. S
Hamilton, Ontario
L8M 3C4
tel.:(905)544-7737
fax:(905)544-7645

October 8, 1998

Dear Mr. Matier,

Hello again from the Ontario Secondary School Students' Association! As I've mentioned in past letters, I feel that it is very important that you are made aware of what we're doing, as we are both working for the same people, that being the students.

At this moment in time, we are working very hard on planning our annual leadership conference, which is scheduled for November 19-22, 1998, at a location tentatively in the Hamilton/Wentworth Area. This conference will bring students from all across the Central Niagara Region together to learn important leadership skills, and as well, to learn about important issues and opportunities concerning the youth of today.

Because we are a not-for profit organization, however, we do depend on the generosity of outside sources to help finance events such as our annual leadership conference. It is very important that we are able to hold events such as leadership conferences, as they allow students to communicate with one another to share ideas, opinions, and knowledge.

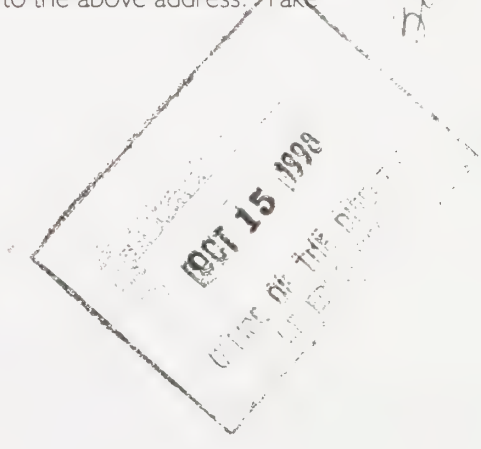
Please consider the attached request. I can assure you that any money received will be spent wisely and frugally. We keep extremely accurate books, with every expense noted and approved beforehand. If you are interested in knowing more specifically of how our funds are spent with regards to the conference, I would be more than happy to show you a copy of our conference budget.

I would like to thank you for your time and consideration. As always, feel free to contact me with any questions or concerns that you may have. I look forward to hearing from you. In hopes that you favour our request, cheques can be made payable to Central Niagara O.S.S.S.A., and mailed to the above address. Take Care.

Your Sincerely,

Kate Buchan

Kate Buchan
Regional President
Central Niagara OSSSA



16-1

Thursday, October 8, 1998

Ontario Secondary School Students' Association
Central Niagara Region

OUR RESPECTFUL REQUEST
From
The Hamilton/Wentworth District School Board of Education

The Ontario Secondary School Students' Association is a not-for profit, province wide organization. We have been active under the auspices of the Ontario Ministry of Education and Training for just over 22 years. The ministry does provide us with a grant each year, but it is not enough to run all twelve regions in Ontario.

What we, the Central Niagara Region of the O.S.S.S.A. ask, is $0.15 for each student enrolled in secondary schools located within the Hamilton/Wentworth District School Board of Education.

This is our respectful request. However, in understanding that all boards of education are quite limited in their finances, any donation is greatly appreciated.

Thank you for your time and consideration.

Yours Sincerely,

Kate Buchan

Kate Buchan
Regional President
Central Niagara O.S.S.S.A.

M I N U T E S

D R A F T

MINUTES OF THE BUSINESS COMMITTEE
OCTOBER 1, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Elizabeth Bond (Superintendent of Education – Secondary East), Marguerite Botting (Superintendent of Instructional Services), Krys Croxall (Superintendent of Education - County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education – Secondary West).

Also in attendance: Daryl Sage - Manager of Accommodation and Planning.

The Chair called the meeting to order at 6:30 p.m. She noted that regrets for not attending were received from E. Johnstone and J. Rogers.

2. Approval of the Minutes

It was moved by H. Bullock: That the minutes of August 27, September 10 and September 24, 1998 be approved as distributed.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved.

The following items were added:

a) 9(a) to 9(a)-1 Request for Liquor License – Westdale Secondary School Alumni – Saturday, November 28, 1998
b) 9(b) Request for Information re Accommodation – R. Woodworth

To the motion, as amended, **CARRIED**.

ACTION ITEMS:

5. Education Development Charges Report

D. Grant presented the report.

It was moved by H. Bullock: That the Education Development Charges Report dated August 31, 1998 be received and filed.

In response to a question. D. Grant clarified that the by-laws on Education Development Charges (EDC) will be expiring on March 31, 1999 – by that time, it will be determined whether or not our Board is eligible to impose an Education Development Charge. Although the EDC funds are intended for financing of new school sites, in response to a trustee's question, D. Grant indicated

that the Board may request (by Board motion) permission from the Ministry of Education and Training to use the EDC funds for other purposes.

To the motion, **CARRIED**.

6. County Planning Report

D. Grant reviewed the report.

The Chair drew the members' attention to the full set of information/materials relating to this report which has been placed in the Trustees' Lounge for their review/perusal.

When one trustee questioned the timelines for bringing back to the Board the regular agenda reports of the previous City Board, the Director recalled that a list of these agenda reports were presented to the members last spring.

It was moved by H. Bullock: That the recommended actions stated in the County Planning Report for September 1998 be approved.
CARRIED.

7. Transportation Update

D. Grant provided an overview and then called on D. Sage, Manager of Accommodation and Planning, who reviewed the details of the report, highlighting the following:

a) Continuing efforts will be exerted in meeting the concerns and challenges in the area of student transportation during September school start up.
b) The Board's transportation carriers are encouraged to bring any transportation concerns/issues as they come up to the attention of the Transportation staff.
c) The bussing concerns relating to bell times (arrival/dismissal of students) are being addressed with emphasis on the students' safety.
d) Transportation cost reductions and savings were achieved through the switch to larger vehicles and shared bussing (between the predecessor Boards). It is hoped that The Hamilton-Wentworth District School Board may be able to work out shared bussing agreement with the separate school board in the future.
e) Acknowledging that it has been reduced substantially, it was noted that thirty percent of the Board's transportation budget has been allocated for special education classes. [For detailed information, the members were advised to refer to the 1998-99 Budget booklet.]

It was moved by W. Hicks: That the Transportation Update Report be received for information purposes.
CARRIED.

8. Transportation – Alternate Care Student Placements

D. Grant introduced the report, noting this item was referred to this Committee at the September 24, 1998 regular Board meeting.

In reviewing the report, D. Sage noted that the Board's Alternate Care program is available to students with exceptional needs and demands and require constant care and supervision.

Providing background information about the issue, one trustee drew attention to the following concerns raised by the parents of these special needs students: (a) the lack of communication to parents regarding the changes in transportation, particularly the cost cutting measures and (b) the need to explore and consider possible alternatives to address the needs of these students. It was felt that the recommended action in the report provided a short-term solution; it is imperative to explore and consider alternative strategies which would resolve the problem long term.

It was moved by R. Woodworth: That the placement of special needs students in alternate care homes through the Children's Aid Society be transported under the existing transportation guideline adopted in June 1998.

Responding to a question, D. Grant indicated that, based on the approved 1998-99 Budget, the Board intends to spend more on transportation than what was provided in the Ministry's funding model for this area.

To the motion, **CARRIED**.

It was moved by H. Bullock: That the administration be requested to investigate finding a long-term solution to the provision of transportation for students in alternate care placements in co-operation with the Children's Aid Society and other community agencies.
CARRIED.

9. School Trips

It was moved by R. Woodworth: That the following trip requests be approved:

a) **Grades 7 and 8 – Hillcrest School, Residential Camp Trip to Guelph University, Guelph, Ontario from June 2-4, 1999, inclusive;**
b) **Grades 7 and 8 – Hillcrest School, Social Skills Trip to City of Toronto, Ontario from December 10-11, 1998, inclusive;**
c) **Grade 8 – Westview School, Field Trip to Ottawa, Ontario from June 15-18, 1998, inclusive;**
d) **Grades 11 to OAC – City-Wide Secondary Schools, History Trip to New York City, U.S.A. from November 17-20, 1998, inclusive;**
e) **Grades 9 to OAC – Hill Park School, Student Council Leadership Conference at Holiday Inn, Burlington, Ontario from October 19-20, 1998, inclusive;**
f) **Grades 11 to OAC – Hill Park School, Field Trip to New York City, U.S.A. from December 16-20, 1998, inclusive;**
g) **Grades 11 to OAC – Sir Allan MacNab School, Field Trip to New York City, U.S.A. from May 26-30, 1999, inclusive;**
h) **Grades 9 to OAC - Sir Winston Churchill School, Ski Trip to Barrie, Ontario on February 1, 1999;**
i) **Grades 9 to 10 – Westdale School, Basketball Tournament – Olympia, Huntsville, Ontario on October 30-November 1, 1998, inclusive;**
j) **Grades 11 to OAC – Westdale School, International Model United Nations at Fort Erie, Ontario on November 13-15, 1998, inclusive;**
k) **Grades 11 to OAC – Westdale School, History Trip to New York City, U.S.A. on November 17-20, 1998, inclusive;**
l) **Grades 9 to OAC – Westdale School, Ski Trip to Holiday Valley, New York,**

U.S.A. on December, 16, 1998, February 1, 1999, February 19, 1999 and March 26, 1999;

m) Grades 9 to OAC – Westdale School, Ski Trip to Blue Mountain, Collingwood, Ontario on December 16, 1998, February 1, 1999, February 19, 1999 and March 26, 1999;

n) Grades 10 to OAC – Westdale School, Outdoor Education to St. Donat, Quebec on February 17-21, 1999, inclusive;

o) Grades 9 to OAC – Westdale School, Ski Trip to Kissing Bridge, New York, U.S.A. on March 5, 1999;

p) Grades 9 to OAC – Westdale School, Ski Trip to Blue Mountain, Collingwood, Ontario on March 5, 1999.

CARRIED.

It was moved by W. Hicks: That the requirement in the policy of the former City Board that certain school trips be subject to Board approval be deleted.
CARRIED.

The Director advised that Superintendent Gillie has offered to review and consolidate the school trip policies of the predecessor Boards.

To the motion, **CARRIED**.

10. Request for Liquor License – Westdale Secondary School Alumni

It was moved by W. Hicks: That The Hamilton-Wentworth District School Board grant permission to the Westdale Secondary School Alumni group to obtain a liquor license for a dance which is to be held at Westdale School on Saturday, November 28, 1998.
CARRIED.

11. Request for Information re Accommodation – R. Woodworth

R. Woodworth advised that he had received calls from his constituents expressing their concerns regarding the issue of school closure; public perception is that there is an existing list of schools targetted for closure.

Recalling similar rumours in the past had been the focus of discussion, e.g. Allenby School, the Director alluded to the possibility that people make assumptions based on the school closure criteria presented recently to the Board.

One trustee noted the vigilance expressed by school councils in their discussions of this issue.

CORRESPONDENCE:

12. Delta School's 75th Anniversary

In providing a brief overview, the Director suggested this correspondence be received for information at this time and referred to the officials for a response. Noting the larger scenario of this event, he clarified for one trustee that the Board approval for a liquor license could be dealt with at a later time.

It was moved by H. Bullock: That the correspondence from Jon Sims re Delta School's 75th Anniversary be referred to the officials.

To assist her in responding to this correspondence, E. Bond drew attention to the issue of seed money for this event. Noting the absence of a Board policy, she requested the Board's direction in terms of developing a process on how to deal with seed money for this type of event. E. Bond advised of other schools coming to the Board with similar events/celebrations within the next five years or so.

J. Sims, Principal of Delta School, briefly outlined the planning strategies for the event, expressing confidence on the success of this undertaking given the prestige of Delta School and the anticipated huge turnover of people attending. He added that early planning will facilitate the advance bookings required by large convention centres.

D. Grant explained that it was his understanding that the provision of seed money meant the Board would advance a sum of money that would be utilized as working capital by the school and returned to the Board upon the successful conclusion of the project. Assuming the monies were returned to the Board, there would be no budget impact.

Although expressing their support and appreciation for this significant undertaking, several trustees offered the following suggestions for further review and consideration:

a) detailed background and rationale for the project, given the magnitude of this event
b) trust funds – need for a Board policy; its pros and cons
c) management and accountability for the seed money
d) guarantee and process for the return of the seed money to the Board
e) consultation with prominent political leaders in the community

H. Bullock accepted R. Woodworth's friendly amendment of adding the phrase "**and that a report be brought back to the October 22, 1998 Board Meeting**" to the motion.

E. Bond affirmed that a detailed business plan will be presented to the Board at that time.

To the motion, as amended, **CARRIED**.

DISTRIBUTION:

13. Temporary Replacement of Principal at Eastdale School

The Director advised the members that information relating to this item was placed in their lockers prior to this meeting.

In providing background information, M. Matier indicated that, given the short timeline in terms of making a selection for a new principal immediately and the absence of an option to promote teachers for this purpose, Executive Council discussed and supported engaging the services of a retired principal on contract as a short-term solution. He noted this to be the practice at other school boards in dealing with short-term vacancies.

It was moved by R. Woodworth: That the administration's recommendation of a temporary replacement principal at Eastdale School be adopted.

In reply to a query, K. Croxall advised that utilizing the retiring principal as "supply" principal is not permitted under the terms of commuting the retirement pensions for employees.

To the motion, **CARRIED**.

14. Public Questions for Clarification

Nil.

> **It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.**
> **CARRIED.**

The open session then adjourned at 7:50 p.m.

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MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE
October 7, 1998

Those present: Lillian Orban, (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East) and Anthony Cupido (Superintendent of Plant Services)

Also in attendance:
Elad Gafni (Student Trustee)

The Chair called the meeting to order at 8:50 p.m.

2. Approval of the Agenda

It was moved by W. Hicks that the agenda be approved.
CARRIED.

DELEGATION:

3. Ancaster Senior Public School (ASPS)

Rev. Smit presented his brief on behalf of Ancaster Senior Public School.

Members were invited to ask questions for clarification. Trustees' questions focussed on one aspect raised by the presentation relative to busing students between Ancaster Senior Public School and Ancaster High or Dundas Central.

K. Bain explained that under board policy supervision is not provided at bus stops; however, he noted the uniqueness of Ancaster Senior serving as a transfer point for transportation Ancaster High or Dundas Central. While there is no identified supervision at this location, he commended the school staff and administration who are providing some supervision for the approximately 270 students. Alternative solutions are being considered and parents are aware that the transportation budget is fully committed. The Town Council of Ancaster has been approached about the possibility of providing school crossing guards for supervision. K. Bain stated attempts to problem solve are being made in conjunction with parents and he again expressed his appreciation to school staff for their efforts on behalf of the students.

In response to a request, K. Bain indicated he would be willing to report back on the progress related to this safety concern.

Rev. Smit confirmed that the practice of busing students per se is not a problem and hoped that buses would continue to bring students to classes at Ancaster Senior Public. The safety issue stems from the large number of students being dropped off at Ancaster Senior and then reboarding buses to their school destination.

Further clarification was provided as follows:

- ASPS is being used as a transfer point in order to provide shuttle transportation in a financially responsible manner. The 1998-1999 transportation budget is fully allocated. To avoid a transfer point at ASPS would require an additional five buses and add approximately $150,000-$160,000 on annual basis to the budget.
- Members learned that five shuttle buses transport students to and from Dundas. Students are only assigned buses on the return shuttle in the afternoon due to the varying timetables of buses transporting students to the transfer point in the morning.

Trustees expressed concern about or made the following suggestions:

- If students were assigned to a specific morning shuttle bus, several transfer points could be set up on ASPS property to group students rather than have one large congregation.
- Some shuttle buses are overloaded, while others are not.

Principal Rick Hirst and Vice-Principal Nora-Lynn Veevers responded, explaining the difficulty of assigning students to a particular shuttle bus in the morning as the shuttle buses must first complete their initial run, therefore, their arrival time at ASPS is variable. At present, students are picked up on a first-come, first-served basis for the morning shuttle runs.

One trustee commented that the issue is supervision of these students, and that designation of buses does not address that problem.

It was moved L. Peddle: That the transportation issue and the delegation from Ancaster Senior Public School be referred to officials for a report, along with comments.

Noting teachers had been providing supervision out of a sense of responsibility, K. Bain indicated he would like to relieve them if at all possible. He referred to the cost outlined by D. Grant.

One trustee stressed the need to solve this problem quickly and wondered if there was an alternative. Relative to the use of crossing guards, Kim Nagel was introduced and spoke of her presentation to Ancaster Town Council requesting assistance. She felt the Council's response was positive and that a letter would be forwarded to the Director; the Council's two main concerns were liability on board property and funding.

Stating he had been directed to "resolve the problem", K. Bain advised he was torn between his responsibility to stay within the transportation budget and to solve this safety issue at school. He concluded if the mandate was to solve this concern at no cost to the board, he would do so.

The Chair noted this direction had not been given at this point in time.

To the motion, CARRIED UNANIMOUSLY.

The Chair expressed her appreciation to Rev. Smit for his presentation.

ACTION ITEM:

4. Report on Tenders – Ancaster Senior Public School

It was moved by R. Woodworth: That a contract be awarded to Biggs & Naraciso Construction Services Inc. in the amount of $789,090.00 + GST for the asbestos remediation at Ancaster Senior Public School.

A. Cupido presented the report, stating he anticipated the work to be completed by mid-January and occupation of the school to occur early in February.

A member indicated that while the transportation problem is short-term, the long-term goal is to re-open this school. He supported the motion, noting the school is not underused, nor in poor condition and the school is needed is this area.

The Chair sought clarification on the replacement value of the school and was advised by A. Cupido of an estimated cost at $7 million.

Expressing her empathy with this situation, a trustee advised of a procedural concern based on her understanding that tender documents would be prepared and had not anticipated that a decision would be required tonight about a contractor. She anticipated trustees would be provided cost information before tenders were obtained.

The Chair read a motion approved at the Special Board meeting of August 27 as follows*: It was moved by H. Bullock: That Plant Services engage Rankin Architecture Inc. to prepare specifications and tender documents for the asbestos remediation work at Ancaster Senior Public School.*

The trustee reiterated her understanding that the motion does not specify proceeding to tender.

A.Cupido explained that tender documents are part of a total package which include preparation of the tenders and results. The results determine whether costs are within our estimates and consistent with the value of the building proportionally. He recalled that this special meeting had been strategically selected due to timelines involved in the tender process.

The member then voiced concern about a misleading newspaper article which suggested the possible closure of ASPS versus asbestos repairs. She noted the debate that night had dealt with identifying schools for closure across the system and had been taken out of context relative to the asbestos issue and Ancaster Senior Public School.

In response to questions, A. Cupido acknowledged that no formal written order had been received from the Ministry to close the school and this was due to the remedial action plan developed for the school. A formal order from the Ministry to close the school would have been forthcoming, however, not until September when the children were back in school.

Discussion then focussed on two differing viewpoints – approval of the asbestos work at ASPS as a "repair"and those that opposed the allocation of capital funds to one school prior to the Accommodation Report and the expenditure of capital funds from a system-wide perspective.

Comments were made as follows:

- Decisions must be made at a system-wide level rather than dealing with one school in isolation.
- This expenditure represents a substantial portion of the $5.6 million capital budget.
- An Accommodation Report is scheduled for October 22nd, 1998 and will identify possible schools for closure. Any decision related to expenditures should be postponed until after that date.
- A. Cupido confirmed that a two-week delay would be manageable for the asbestos project.
- Concern about the perception that one school is being considered separately from the information contained in the Accommodation Report.

At the appropriate time, W. Hicks requested the opportunity to make a tabling motion. He indicated that if Ancaster Senior Public School was not identified in the Accommodation Report for closure or repairs, he would lift the motion and support it.

Trustees who urged an immediate decision provided the following rationale:
- The asbestos must be removed from the school and should be treated as a repair. The expenditure is less than anticipated.
- ASPS does not fit the criteria for closure under the School Closure Policy.
- ASPS is the only senior school in the community.
- A.Cupido advised it would not be possible to expedite the return of the children to this school in January given the permits that need to be issued and the asbestos residue tests that are required following completion of the repairs.
- The accommodation situation in Ancaster will not change in two weeks and members should feel secure in making this investment.

It was moved by W. Hicks: That this issue be tabled until October 23rd.

Upon the Chair pointing out October 23 is a Friday and the Accommodation Report is due on the 22nd, he agreed to amend his motion to October 22

A trustee indicated potential areas requiring additional schools; however, he stated ASPS is not a school that would be targeted for closure and therefore this decision should not be delayed. He urged trustees to vote on this issue as a repair problem and equated it to a boiler repair.

While agreeing with the previous remarks, another trustee argued that an amalgamated board had to make system-wide decisions in the best interest of the board rather than on an individual school basis.

The tabling motion was put to a vote and was LOST.

In addressing R. Woodworth's initial motion, it was agreed that his motion should incorporate both recommendations contained in the report and his motion was amended to include:
b) That funds for this project be taken from the Grant for School Renewal allocation to the Board.

To the motion as amended, CARRIED.

CORRESPONDENCE

5. Parents regarding Ancaster Senior Public School

L. Orban noted that 141 letters had been received to date, expressing the concerns of parents in the community. Copies of this correspondence have been placed in the Trustees' Lounge.

ADJOURNMENT

It was moved by H. Bullock: That this meeting adjourn, this being done at 9:55 p.m.
CARRIED.

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D R A F T

MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE
OCTOBER 22, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Elizabeth Bond (Superintendent of Education – Secondary East), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Krys Croxall (Superintendent of Education - County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education – Secondary West).

Also in attendance: D. Sage, Manager – Accommodation and Planning

The Chair called the meeting to order at 6:30 p.m. and welcomed the large audience in attendance to hear the report on the Accommodation Review. She then alluded to recent statements from the Minister of Education and Training reaffirming that school accommodation/closure is a local issue and that decisions determined by the Board would impact on the entire school system. The Chair felt that tonight's debate would be the beginning of a series of discussions relating to potential school closures.

The Chair of the Board advised that, due to limited seating in the Board Room, a simultaneous video recording of tonight's meetings will take place in the Main Auditorium across from the lobby. Agenda packages are also available in the auditorium.

2. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved as distributed.
CARRIED.

ACTION ITEM:

3. Accommodation Review

Using an overhead, D. Grant reviewed the salient details of the October 22, 1998 Accommodation Review Report which was prepared by Executive Council. He noted that this report is consistent with the direction provided in the Transition Strategic Plan for the Consideration of School Closure(s) which obtained Board approval on September 24, 1998.

In concluding his presentation, D. Grant drew the members' attention to the recommendations outlined in the report (Pages 3 to 3-1).

Prior to the discussion, the Chair clarified that the entire report attached to the agenda contained public information.

The members agreed to consider the recommendations in the report separately. The Chair clarified for the audience that only the Committee members can put forth a motion and vote; the other trustees may provide their views/input on the issue being considered. The final approval of all actions/decisions taken tonight will take place at the Regular Board Meeting following this meeting at 8:00 p.m.

Non –Instructional Facilities

It was moved by W. Hicks: That administration be directed to prepare a confidential report for Board consideration regarding the feasibility of pursuing the technical audit process with respect to Ainslie Wood.

D. Grant clarified for one trustee that the technical audit would confirm the state of disrepair of the facilities at Ainslie Wood School and provide an estimate of the cost required to rectify the deficiencies of the building.

To the motion, **CARRIED UNANIMOUSLY**.

It was moved by R. Woodworth: That a letter be sent to the Ministry of Education and Training objecting to the pupil-loading of Crestwood and the Memorial Building (Ancaster) and requesting that the capacity assigned to these buildings be reduced to nil.

To the motion, **CARRIED**.

It was moved by H. Bullock: That, should the Ministry of Education and Training not accede to the request to reduce capacity to nil, Crestwood and the Memorial Building (Ancaster) be offered to the coterminous boards at no cost for use as regular day schools.

Considering this to be contrary to the intent of the preceding motion, one trustee expressed his opposition preferring to withhold further action until a response is received from the Ministry. He further noted that the Memorial Building has a special significance to the Ancaster community, i.e. the structure was built in 1945 in memory of war veterans; also, it now relates to the memory of the former Director of Education (A. Greenleaf).

Several trustees felt a tabling motion is appropriate until the Board receives Ministry direction. It was clarified that tabling the motion would not interfere with meeting the Ministry timelines.

It was moved in amendment by H. Bullock: That the motion be tabled.
CARRIED.

It was moved by L. Peddle: That Pioneer Memorial and Vincent Massey be offered to the coterminous boards at no cost for use as regular day schools.
CARRIED UNANIMOUSLY.

It was moved by W. Hicks: That Binkley, Jerseyville, University Gardens and Briarwood be declared as not required for the purposes of the Board and administration be directed to prepare a confidential report for Board consideration regarding disposition.
CARRIED.

Instructional Facilities

The trustees spoke with deep emotion and concern to the recommendation on the schools identified for potential closure; however, they recognized that administration was compelled to bring this recommended action for Board approval tonight in keeping with directives relating to school accommodation from the Ministry of Education and Training.

The following concerns were highlighted:

(a) The difficulty posed by the rigid timelines of the Ministry's legislation requiring school boards to approve schools for closure effective September, 1999.

(b) Although recognizing that there are school facilities that may need to be closed, the members were unanimously committed to a democratic process of providing the opportunity for community input. However, trustees recognized as well that not meeting the government's timelines may have serious implications for the future financing of the Board.

(c) School closure(s) will have significant impact on programming, school boundaries and the ongoing revitalization of the downtown core.

It was moved by L. Peddle:

(a) That a School Zone Review Committee be established for each zone to review the capacity and surplus space in the zone and that the Committee report back with recommendations for possible closure and boundary changes by September 1999, for closure by September, 2000.

(b) That the composition of the School Zone Review Committee include the Superintendent of Education (Chair), Principal, School Council President, one additional parent representative (from the affected school), resource staff (as required) and community representatives.

One member noted the absence of trustee representation in the structure of the School Zone Review Committee. Several members agreed there should be balanced representation from all stakeholders on this issue.

It was noted that assistance and support from the following groups would be beneficial in lobbying the provincial government: (a) politicians both at the municipal and provincial level, (b) business and community organizations and (c) the Ontario Public School Boards' Association (OPSBA).

One trustee stressed the importance of reviewing the condition of all school facilities in terms of safe learning environments.

The members agreed to consider the two parts of the motion separately.

Clause (a) was put to a vote and was **CARRIED UNANIMOUSLY**.

Recognizing the concerns expressed on the structure of the School Zone Review Committee,

It was moved in amendment by H. Bullock: That the composition of the School Zone Review Committee be referred to administration for a report back to the Business Committee.
CARRIED UNANIMOUSLY.

It was moved by R. Woodworth: That a committee of trustees and officials seek an audience with the Ministry of Education and Training to advise them of the direction of this Board and to seek clarification on the accommodation regulations.
CARRIED UNANIMOUSLY.
It was moved by R. Woodworth: That administration provide a list of vacant land owned by the Board and the values of these properties.
CARRIED UNANIMOUSLY.

It was moved by R. Woodworth: That permission be sought from the Ministry of Education and Training for the Board to use the Education Development Charges to aid in building new schools/building facilities.
CARRIED UNANIMOUSLY.

Adjournment:

It was moved by R. Woodworth: That the meeting be adjourned, this being done at 8:10 p.m.
CARRIED.

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D R A F T

MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE
November 5, 1998

Those present: Lillian Orban, (Chair), Heather Bullock, Wes Hicks, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Don Grant (Superintendent of Business and Treasurer) and Wayne Joudrie (Superintendent of Education - City East).

Also in attendance:
D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 6:15 p.m.

1. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as distributed.
CARRIED UNANIMOUS

ACTION ITEMS:

2. Impact of the Hamilton Street Railway Strike

D. Grant introduced D. Sage, Manager of Accommodation and Planning, who presented a brief summary of the report, reviewing the number of students affected, recommendations and supportive rationale.

It was moved by W. Hicks: That as a result of the Hamilton Street Railways (H.S.R.) strike, no alternate transportation be provided for eligible students for the first 15 school days.

In response to queries, D. Grant noted that the recommended action is applicable to students eligible for transportation.

To the motion, CARRIED UNANIMOUS.

It was moved by R. Woodworth: That the Superintendent of Business and Treasurer be authorized to implement the most cost effective alternate transportation service for eligible students should the transit strike continue beyond the 15 school days.
CARRIED.

ADJOURNMENT

It was moved by W. Hicks: That the meeting adjourn, this being done at 6:28 p.m.
CARRIED.

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THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE
December 10, 1998

6:30 p.m.	A G E N D A	6:30 p.m.
1.	Call to Order	L. Orban
2.	Approval of Minutes of November 12, 1998	
3.	Business Arising from the Minutes	
4.	Approval of Agenda	

DELEGATION:

5.	Presentation re Concerns of Ancaster Parents as a Result of the Board's Zone Boundary Proposals	B. Polewski

ACTION ITEMS:

6.	Transition Committee Report – Student Information System	W. Joudrie
7.	County Schools: Equitable Network Access – Restructuring Project	D. Grant
8.	Education Development Charges Report	D. Grant
9.	County Planning Report	D. Grant
10.	Bellmoore Transportation Update	D. Grant
11.	Response to Delegation -Dundas District School Bus Routes	D. Grant
12.	1999 Insurance Premiums	D. Grant
13.	School Budget Working Group Report	D. Grant
14.	School Facility Renewal Program	A. Cupido
15.	Update: Finance System	D. Grant
16.	Update: Human Resources/Payroll System	D. Grant
17.	Update: Human Resources/Payroll System Selection	L. Peddle
18.	Update: Transportation and Related Program Issues	J. Bishop

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GOVERNMENT DOCUMENTS

CORRESPONDENCE:
Nil.

DISTRIBUTION:
Nil.

19. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee	December 16, 1998	7:15 p.m.
Regular Board	December 17, 1998	8:00 p.m.

MINUTES

D R A F T

MINUTES OF THE BUSINESS COMMITTEE
NOVEMBER 12, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle (arrived at 6:59 p.m.), Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, J. Rogers and B. Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Superintendent of Education – County West), Elizabeth Bond (Superintendent of Education – Secondary East), Marguerite Botting (Superintendent of Instructional Services), Krys Croxall (Superintendent of Education - County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education - Mountain East) and Wayne Joudrie (Superintendent of Education - City East).

Also in attendance: Daryl Sage - Manager of Accommodation and Planning.

The Chair called the meeting to order at 6:31 p.m.

2. Approval of the Minutes

It was moved by H. Bullock: That the minutes of October 1, October 7, October 22 and November 5, 1998 be approved as distributed.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved.

The Chair drew attention to the additional information: 14. Delta Secondary School – 75th Anniversary – Status Report (Pages 14 to 14-3).

In consideration of the presenters, the members agreed to consider this as the first item under Action Items.

To the motion, as amended, **CARRIED**.

DELEGATION:

5. Bus Routes for Dundas District School

The Chair introduced D. Buchalter and Boris Pekar, parents at Dundas District School, who expressed the parents' concerns regarding the current bussing situation at the school as follows:

1. The safety issue emanating from the students walking to school in the dark (some through industrial areas) given the school's early start time. The walking duration is about 30 minutes to an hour each day.
2. There is perception that the present bussing system is discriminatory in terms of access to student transportation.
3. The impact of the coming winter weather.

In presenting a signed petition from the parents, B. Pekar indicated that the Board is being requested to closely look into the situation and that a transportation system be established to cover this route to Dundas District School.

K. Bain advised that a letter from the School Council for Dundas District School was received and forwarded to D. Sage, Manager – Accommodation and Planning.

D. Grant provided the following clarifications:

1. In terms of funding, the Ministry of Education and Training provided the Board with the funding envelope for transportation based on last year's expenditures. The Ministry is in the process of preparing a funding model for transportation that may be implemented in the 1999/2000 year.
2. All transportation issues and concerns will be reviewed when the new Transportation Policy is developed.

Stating his preference to investigate the situation at Dundas District School further to ensure that whatever action taken is within the Board's transportation guidelines,

It was moved by W. Hicks: That the presentation of Davida Buchalter and Boris Pekar re Bus Routes for Dundas District School be referred to the officials.
CARRIED UNANIMOUSLY.

ACTION ITEMS:

6. Education Development Charges

D. Grant presented the report.

(At 6:59 p.m., L. Peddle arrived.)

It was moved by H. Bullock: That the Education Development Charges Report dated September 30, 1998 be received and filed.
CARRIED UNANIMOUSLY.

7. School Zone Review Committee – Terms of Reference

D. Grant reviewed the report.

It was moved by W. Hicks: That The Hamilton-Wentworth District School Board approve the Terms of Reference dated November 10, 1998 regarding the establishment of School Zone Review Committees.

It was moved in amendment by H. Bullock: That the following changes be incorporated in the Terms of Reference of the School Zone Review Committee:

(a) add *"in secondary zones, one student representative from each secondary school within the zone"* in the Composition of the Zone School Closure Review Committee.

(b) Reporting Deadline and Process: change "*February 28, 1999*" to "*April 30, 1999*".

The members' concerns were focused on the following:

1. The definition of zone boundaries should be closely reviewed. The boundary between zones 8 and 9 was mentioned. The fact that zone boundaries did not align with the ward system was commented on. However, one trustee noted that the zones were established to address the accommodation issue.
2. The need for a sound communication strategy, particularly in providing information on the terms and membership of the Zone School Closure Review Committee.
3. The short timeline relating to the reporting process:
   - Several trustees opposed the February 28, 1999 deadline for the submission of the report of each Zone School Closure Review Committee, preferring to maintain the September 1999 date as approved by the Board at the October 22, 1998 Special Meeting.
   - The proposed timeline does not provide ample opportunity for community input and delegation presentations to the Board. It was suggested that input from other stakeholders, e.g. people with no children in the school system and community groups/agencies (e.g. Chamber of Commerce) was also important.
   - The implication of the recent announcement from the Premier regarding the postponement of the consolidation of school facilities across the province.

Clarifications were offered as follows:

1. The Terms of Reference list the "review of the definition of zone boundaries and provide comment" as a mandate of the Zone School Closure Review Committees.
2. The proposed timeline (February 28, 1999) would:
   - provide administration with greater flexibility and the opportunity to consider the recommended actions of the Zone School Closure Review Committee;
   - facilitate the consideration of staffing implications;
   - leave option(s) open for recommended actions which are viable/for immediate implementation;
   - assist administration in looking at the overall impact on the 1999/2000 budget of the recommended actions.
3. It is anticipated that fourteen zone school closure review committees will be established: 9 elementary and 5 secondary.

After some debate, H. Bullock agreed to reword Clause (b) of her amendment as follows: ***Reporting Deadline and Process: change "February 28, 1999" to "September 1999"***.

The amendment was put to a vote and was **CARRIED**.

The motion, as amended, was put to a vote and was **CARRIED UNANIMOUSLY**.

The amended Zone School Closure Review Committee – Terms of Reference is as follows:

The Hamilton-Wentworth District School Board

Zone School Closure Review Committee
Terms of Reference

Introduction

The Hamilton-Wentworth District School Board has approved the establishment of Zone School Closure Review Committees to address the new board's initial consideration of school consolidation. The approved School Closure Policy will be applied to address subsequent school consolidation issues. However, the criteria and principles included in the policy will serve as a reference point for the zone committees. The School Accommodation

report dated October 22, 1998 prepared by Executive Council will also be a useful reference for the zone committees.

Mandate

A committee will be established for each zone identified in the October 22, 1998 Accommodation Report and will be responsible to accomplish the following:

- Consider the ministry-rated capacity, enrolment and other pertinent data of each school within the zone.
- Review the definition of the zone boundaries and provide comment.
- Review the October 22, 1998 recommendations of Executive Council regarding school closures within the zone.
- Prepare recommendations to address the excess of zone pupil capacity over zone pupil enrolment.
- Prepare recommendations to address the potential consolidation of schools for reasons other than capacity percentage: building condition, location within the zone, etc.
- Review current catchment areas of schools within the zone.
- Prepare recommendations to rationalize and redefine school catchment areas.
- Provide suggestions on the implementation of the new catchment areas.

Composition

The Zone School Closure Review Committees shall be comprised of:

- appropriate Superintendent of Education - Chair
- School Council chair or designate for each school within the zone
- Principal for each school within the zone
- area Trustee(s)
- **in secondary zones, one student representative from each secondary school within the zone**

A protocol shall be advertised regarding the ability of other stakeholder groups to make presentations to zone committees. In addition, other resource staff may be in attendance as required.

Report Template

The attached report template will be used by the zone committees, for consistency purposes, to structure their final reports.

Reporting Deadline and Process

Each Zone School Closure Review Committee will submit its report to Executive Council no later than **September 1999**. Executive Council will review the zone committee reports and prepare recommended actions for Business Committee consideration. The full zone committees reports will be provided, in their entirety, to the Business Committee.

It is anticipated that articles 11, 12, 13 and 14 of the School Closure Policy (with necessary modifications) will guide the process subsequent to the presentation of Executive Council's recommended actions to the Business Committee.

8. Property Transition Committee Mandate

D. Grant presented the report, drawing attention to the Recommended Actions.

In recalling the activities and accomplishments of the Property Transition Committee, D. Grant noted the committee's work regarding the development of the School Closure Policy and a strategic plan for dealing with accommodation. He commended the time and efforts contributed by the members of the Property Transition Committee in working towards the achievement of its mandate.

One trustee requested that information pertaining to the composition, mandate and terms of reference of the Transportation Transition Committee be brought back to the Business Committee.

It was moved by W. Hicks : That the following recommendations in the Report re Property Transition Committee Mandate be approved:

(a) That current members of Property Transition Committee be canvassed for their willingness to serve on a Transportation Transition Committee.
(b) That the composition and mandate of the Transportation Transition Committee be referred to Executive Council for appropriate action.
(c) That the Property Transition Committee in its present format be disbanded.
CARRIED UNANIMOUSLY.

9. Ancaster Senior Public School Transportation Safety Report

K. Bain presented the report.

In response to a question, it was anticipated that the transfer of Grades 7 and 8 students from Ancaster Senior Public School would result in additional transportation costs for the Board and these costs were provided for in the 1998/1999 approved transportation budget.

One trustee was not supportive of the recommended action to receive the report for information, reiterating that the transportation safety issue required immediate consideration.

It was moved by H. Bullock: That the Board add up to five buses per day to address the safety concerns with the transfer of Ancaster Senior School students to Dundas School.

Members opposed to the motion concurred this could set a precedent in dealing with parental safety concerns in other schools and that this request is outside the Board's existing transportation policy and guidelines.

To the motion, **LOST, 2 IN FAVOUR, 3 OPPOSED**.

It was moved by W. Hicks: That the Ancaster Senior Public School Transportation Safety Report be received for information.
CARRIED, 4 IN FAVOUR, 1 OPPOSED.

10. Request for Additional Easement on Holbrook School Property

A. Cupido presented the report. He assured the members that staff will be involved closely in determining the appropriate location of the easement and ensuring student safety during the progress and

completion of this project.

It was moved by H. Bullock: That the following recommendations in the Report re Request for Additional Easement on Holbrook School Property be approved:

1. **That The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the Hamilton East Community Services Corporation (HECSC) for the purpose of permitting an additional easement on a triangular shaped piece of property (north of the previously approved easement), bounded by the northern property line of Holbrook School in order to install additional required building services (1 ¼" diameter natural gas service line) for the proposed new Interval House.**

2. **That The Hamilton-Wentworth District School Board permit HECSC to act, in co-ordination with the Manager, Design Services, as agent in this matter for the purpose of acquiring necessary permits required by the City of Hamilton or other authorities and *that any costs involved be the responsibility of HECSC.***

H. Bullock noted that she added the following phrase "*that any costs involved be the responsibility of HECSC*" in clause 2 of the recommended action to make it consistent with the provisions of clause 1 in terms of the financing responsibility for this project. The members unanimously agreed with the amendment.

To the motion, **CARRIED UNANIMOUSLY**.

11. Report from Administration re SEEC (Safe EMF Environment for Children) Delegation

P. Gillie presented the report.

In reply to a query, P. Gillie advised that the Information Technology Transition Committee will address student safety relative to computer/information technology.

It was moved by R. Woodworth: That no action be taken at this time on the establishment of a Hamilton-Wentworth Guideline Committee.
CARRIED UNANIMOUSLY.

12. Request for School Access – Dalewood School Reunion Committee

It was moved by W. Hicks: That the request of the Dalewood Reunion Committee to have access to the school on Saturday, May 8, 1999 be approved.
CARRIED UNANIMOUSLY.

13. Request for School Access (Queen Mary School) – Kiwanis Boys & Girls Club

It was moved by R. Woodworth: That the request from the Hamilton East Kiwanis Boys' and Girls' Club to use Queen Mary School from December 1 to December 20, 1998 be approved, and that fees be waived.
CARRIED UNANIMOUSLY.

14. Delta Secondary School – 75th Anniversary – Status Report [Considered as first item under Action Items]

The Director provided an overview of the report, noting E. Bond could not be here in time to present the information. He then introduced J. Sims, Principal – Delta Secondary School and Dr. G. Sutton, Girls'

Physical Education Department Head – Delta Secondary School who responded to the members' questions.

In response to a question, J. Sims affirmed that information relating to the operational aspect of the event will be included in a further report forthcoming to the Board as soon as the planning activities are confirmed.

It was moved by R. Woodworth: That the status report for Delta Secondary School's 75th Anniversary be received for information.
CARRIED UNANIMOUSLY.

15. Comprehensive Energy and Water Reduction Program - Update

In presenting the report, P. Gillie distributed an information sheet on "List of Schools by Basket, Plus the County Schools" (see attached).

It was moved by H. Bullock: That Opportunity Assessment Feasibility Studies be conducted in the remaining schools (those in the County) of The Hamilton-Wentworth District School Board.

The members received the following clarifications:

1. The implementation of measures for Basket 2 has been started last spring and discussions were held on which schools would be affected in terms of installation.
2. There is a clause in the Energy Service agreement dealing with changes relating to the Board's buildings, e.g. school closures, classrooms closing, adding portables, etc. – all these will be factored in the annual reconciliation of the energy savings.
3. The results of the proposed feasibility studies could provide useful information for Board decisions relating to school closures.

To the motion, **CARRIED UNANIMOUSLY**.

At this point, the Chair of the Board announced that Union Gas will award a $100,000 cheque to the Board as its gesture of appreciation and recognition of the energy savings the Board has been achieving to date. The award ceremony will be held on Tuesday, November 24, 1998 at W. H. Ballard School. Trustees will receive further details.

CORRESPONDENCE:

16. Ontario Secondary School Students' Association re Request for the Board's Financial Assistance for Leadership Conferences

One trustee felt a recommendation should come from the student council, stating that if our student body is a member of this regional association, their input and sentiments on the issue should be considered.

It was moved by W. Hicks: That the correspondence from the Ontario Secondary School Student's Association re Request for the Board's Financial Assistance for Leadership Conferences be referred to the president of the Student Council.

The Director clarified that the financial contribution requested from the Board was 15 cents per student or about $3,500. He noted the lack of flexibility to accommodate this expenditure in his budget, recalling that funds allocated for supporting this type of request was removed from the Director's budget.

When one member indicated that this year's conference will be held at Saltfleet District High School and suggested the Board waive the rental fees as a gesture of support for this undertaking, the Director advised that this had already been taken care of.
To the motion, **CARRIED UNANIMOUSLY**.

17. Report re School Budget

One trustee suggested that the Business Committee should consider reviewing the determination of school budget. It was noted that Executive Council had the administrative responsibility to implement recommendations of the School budget Working Group per 1998/1999 budget discussions. Accordingly, school budgets have recently been established for the schools and the School Budget Working Group presented the report to all principals/vice-principals late in October.

Interest was expressed in the working group's report. A trustee wanted to know how funds were allocated, particularly for repairs of instruments, in light of diminishing funds for specialized programs, i.e. music, etc.

Another trustee requested information relating to school budget for Caretaking supplies used for cleaning schools.

> **It was moved by L. Peddle: That the Superintendent of Business and Treasurer provide a report from the School Budget Working Group regarding school budgets for information purposes.**
> **CARRIED, 4 IN FAVOUR, 1 OPPOSED.**

18. Public Questions for Clarification

In reply to questions from a Dundas parent, the following clarifications were offered:

1. The Board is awaiting information from the Ministry of Education and Training regarding changes in the funding process, particularly on accommodation and school closure timelines.
2. The Board is not looking at requesting the Ministry to audit its financial records. This type of audit comes with a "hint of mismanagement" by a school board and would likely require significant administrative effort.

The Chair of the Board drew attention to commendations received from area politicians and the Globe and Mail relative to the efficient manner in which our Board has been addressing the school closure issue.

To facilitate public communication, one trustee encouraged prompt updating of information on the Board's website, stressing that the internet should be viewed as an important public relations tool.

> **It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.**
> **CARRIED UNANIMOUSLY.**

The open session then adjourned at 9:49 p.m.

rt
Att.

LIST OF SCHOOLS BY BASKET , PLUS THE COUNTY SCHOOLS

Schools shown in **bold** and underlined are on the list for closure from the October 22 Accommodation Report.

Schools * with an asterisk to the right are on the list for possible closure from the October 22 Accommodation Report.

Basket 1 Schools	Basket 2 Schools	Basket 3 Schools	County Schools
Bennetto	A. M. Cunningham *	Adelaide Hoodless *	Ancaster Senior Public
Dalewood	Buchanan Park	**Allenby**	C. H. Bray
Eastmount Park *	Cardinal Heights	C. B. Stirling	Fessenden
Fernwood Park *	Centennial	Dr. J. Edgar Davey	Grange
Huntington Park	**Central**	Earl Kitchener	Glenwood *
Queensdale *	Chedoke	Fairfield *	Queens's Rangers *
Rosedale *	Elizabeth Bagshaw	George R. Allan	Rousseau
Seneca	George L. Armstrong	Gibson *	Beverly Central *
Thornbrae *	Glen Echo	Glen Brae	Dr. John Seaton
Viscount Montgomery	Helen Detwiler	Gordon Price	**Lynden**
W. H. Ballard	Hess Street	**Hillcrest**	Sheffield *
Westwood	Highview	Hillsdale	Bellmore
Woodward *	**King George**	**Holbrook**	Parkwood *
	Lake Avenue	James MacDonald	**Central Public**
Barton	Lawfield	**Linden Park**	Central Park
Sir Allan MacNab	Lincoln Alexander	**Lloyd George**	Dundana
Sir John A. MacDonald	Lisgar	Memorial	Pleasant Valley
Sir Winston Churchill	Mountview	Pauline Johnson	Yorkview
	Queen Victoria	**Peace Memorial**	Balaclava
	Richard Beasley	Prince of Wales	Flambourough Centre
	Ridgemount *	Prince Phillip	Guy Brown
	Roxborough Park	Queen Mary	Mary Hopkins
	Sherwood Heights	R. A. Riddell	Bell-Stone *
	Sir Isaac Brock	**Red Hill**	Dundas District
	Sir Wilfrid Laurier	Robert Land *	Mount Hope
	Vern Ames	**Ryckman's Corners**	Billy Green
		Ryerson	Collegiate Avenue *
	Mountain Secondary	**Sanford Avenue**	Eastdale *
	Westmount	Stinson Street *	Janet Lee
	Westdale	**Strathcona**	Memorial *
	Sherwood	**Tweedsmuir**	Mount Albion
		Westview	**Mountain View**
	Education Centre		Tapleytown *
		Briarwood	Winona
		Delta	Green Acres *
		~~George P. Vanier~~	R.L. Hyslop *
		Glendale	Greensville
		Hill Park	Millgrove
		Parkview	Spencer Valley
		Scott Park	
			Highland
		Crestwood	Parkside High *
			Orchard Park
			Saltfleet
			Waterdown High

D E L E G A T I O N

BUSINESS COMMITTEE
1998 11 127

#5

Bruno Polewski
16 Indigo Place
Ancaster, Ontario
L9K 1B5

December 4/98

Mr. Merv Matier
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario, L8N 3L1

The attached is the speech I intend to deliver on December 10/98. It deals with the accommodation zones dividing the town, excluding many Ancaster children from their schools.

Please include the petition on this issue as well.

Bruno Polewski

In Defense of the Town of Ancaster

Excluded Before We Begin to Find a Solution:

The artificial and unreasonable deadlines imposed by this government, to comply with a flawed funding formula put pressure on the Boards Executive Council to act in haste in preparation of the October 22nd school closure report. We were pleased when our Trustees refused to be constrained by an unreasonable timetable that would compromise their obligations to the children they serve.

The zone 8 and 9 boundaries came out of this report, and remain as boundaries for accommodation review. The boundary between the zones severs a great many of the Ancaster families from their towns' schools. The application of the present zone 8 and 9 boundaries at the beginning of the process is not appropriate. From the outset, it stacks the deck against these children being able to grow up in their hometown. The accommodation process should recognize the town, and community of Ancaster.

Children Need a Community:

Families have chosen to live in our town and our community for various reasons. As an example, my wife and I moved to Ancaster about 12 years ago from a small community in the Nanticoke area. We selected the Town of Ancaster as the place we wanted to raise our family. Over the years our family's ties with the community have grown. My son in grade 9, at a tumultuous time in a young mans life, could be transferred to a school where he has no friends or ties. My daughter in grade 6 is being told she may have to leave her friends and community at a critical time in her life, when children feel the need to belong in a peer group, and have a need for stability. My youngest in grade 1, is now just settling into the routine of school, and is finding joy and comfort in attending the school his brother and sister have attended. Yet there is the danger he could be doomed to be used as "funding formula filler" in the allegedly under-populated schools in Hamilton throughout his school career. This is because he has no Ancaster neighbourhood school. Without a neighbourhood school, our children are doomed to be refugees, repeatedly terrorized by accomodation studies, forever at the whim of Hamilton demographics.

At least give us the stability of our hometown.

Without a neighbourhood school, the Scenic Woods community already has suffered from the previously mentioned "refugee syndrome". When we moved to Scenic Woods in early 1987, the children here attended Rousseau school. Rousseau became full shortly after, and our children had to be accommodated elsewhere. For Kindergarten, my first son needed to go to Fessenden school. After that, Grange school needed children to remain open, so our children were sent there. When Grange was becoming full two years ago, our subdivision was targeted to be moved again. At that time, they considered sending us to Hamilton schools as the Wentworth Board had no money for a new school in Ancaster. We were willing to attend another school in Ancaster, but being sent to another town was asking too much of us. The Wentworth Board recognized our children's needs, and our community ties, and dropped this idea.

I think our children have suffered enough instability. Let them at least stay in their own home town.

Neighbourhood Schools, Not More Bussing:

During the Ancaster Senior Asbestos debate, Reg Woodward phrased it well when he spoke of the need to invest in Ancaster. When the county boards amalgamated in 1968 to form the Wentworth Board, the Town of Ancaster came to the union with an up to date school system. The other regions were in need of reconstruction. This resulted in school construction throughout the Wentworth Board, but not in Ancaster. In spite of considerable growth in our community, our newest elementary school dates back to 1959. Serious consideration should be given to providing a community school for the east side of town.

As was the policy in Hamilton, a neighbourhood school, not continued bussing, is in the best interest of the children. The people in Ancaster need reinvestment in a neighbourhood school to preserve community, and reduce bussing costs.

The Ancaster elementary school children mapped into zone 8 must be bussed, no matter which school they attend. Why not continue to send them to school in their hometown? With the return of the Glenwood School to regular use, our children can be accommodated, for the immediate future, within their own community.

Please do not bus us into Hamilton, when you can send the bus into our children's community, and our town.

Our Political Ties:

The Town of Ancaster is where we chose to raise our families. We elect our Councillors to the Ancaster Town Council to represent us on the issues that affect our families. To have our children grow up and be educated in a Town where we have no political voice, is unprecedented.

Ancaster Town Councillors, Bryan Kerman and Luanne Robertson were astounded to learn that the new Hamilton-Wentworth Board was considering sending Ancaster children to school in Hamilton. They were further amazed to learn that they both lived on the non-Ancaster side of the Highway 403!

A Community Voice:

All of the concerned families that have chosen to live in Ancaster have their own story to tell. These families have established ties to our community through church, recreation, and school. Ancaster is where their children have played t-ball, soccer, and hockey with their peers. Along with their friends they have attended Scouts, church, and school. Ancaster is where they learned to swim at the pool and where they learned to skate at the rink. They belong in their hometown.

These families have tried to find a voice to be heard with their letters and names on a petition. The 660 people that signed the petition to raise Ancaster children in their hometown, is a sample of the groundswell of concern with the plan to send Ancaster children out of their town and community for their education. The response has been significant, even though this plan to exclude our children from remaining in our town is not particularly well know yet. Those Ancaster families, who have found out about the dissection of Ancaster by the proposed school zones, have been astounded by the lack of sensitivity this annexation represents. This hasty reaction by the Executive Council, caught up in the panic to force fit our children into a thoughtless funding model, did not have time to fully consider the needs of families or children.

It should be noted that people of this community are working on this matter with no formal organization, only a great will to remain in their town. Please appreciate how difficult an effort this is when they have the demands of their own work places and young families. For these families to have found a voice at all, is an indication of the resolve they have for their children to grow up in their hometown.

To trivialize, and dismiss the ties of Ancaster families to their town and community would be grossly unfair.

Our Plea:

Like the stand taken on October 22 of this year when the Board put the needs of our children first, we look forward to the continued thoughtful response to political problems. We would like to point out that even the Minister of Education ,Dave Johnson, has said repeatedly and emphatically, that children should not be removed from their communities. We ask the Board to express a commitment to recognizing the community needs of our families and our children. The accommodation of the Ancaster children should be within their community and town. This should be recognized at the beginning of the process, and not by forcing families to apply for representation, as outsiders, asking that they may be considered to remain as members of their town and community.

Please include the children of Ancaster in an accommodation zone with their Towns' schools.

Thank you.

5-5

December 4/98

Mr. Merv Matier
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario, L8N 3L1

The attached petition with over 660 names, opposes Ancaster being split into the two school zones for accommodation review.

The zone 8 and zone 9 boundary that severs many Ancaster families from their Towns' schools does not recognize the Town of Ancaster as their community. The Ancaster children in zone 8 would be excluded from their hometown schools at the start of the accommodation process.

The children of Ancaster need the stability of their community and hometown. As well, the town and community need the children. They are Ancaster's future.

The Concerned Families of Ancaster

5-6

PETITION WITH ALL SIGNATURES AVAILABLE IN TRUSTEE LOUNGE

We, the undersigned, oppose the splitting of Ancaster into two school zones.

NAME	ADDRESS	PHONE #
1. ILSE KUSCH	282 Harmony Rd	648-4887
2. [illegible]	282 Harmony Rd	648-4887
3. L HAVERS	272 HARMONY	648-4149
4. H KEHLER	262 HARMONY RD	648-0289
5. [illegible]	258 HARMONY RD	648-9421
6. [illegible]	235 Greenbrier Rd	648-7176
7. [illegible]	227 GREENBRIER	648-5248
8. [illegible]	223 "	648-1396
9. [illegible]	219 [illegible]	304-4391
10. [illegible]	215 Greenbrier	648-4405
11. [illegible]	255 Greenbrier Rd	645-7486
12. M CURTO	211 Greenbrier Rd	648-7153
13. [illegible]	207 Greenbrier Rd	648-5648
14. Colleen Gibb	324 Greenbriar Rd	648-3622
15. J DENHAM	290 HARMONY RD	648-5244
16. D SICK	272 GREENBRIAR RD	648-4152
17. [illegible]	192 "	648-7224
18. DAVE HICKERSON	265 GREENBRIER RD	308-5272
19. L MARSHALL	511 DUFF FRED DR	———
20. C. LONGWORTH	520 Jean Frederick	648-8920
21. [illegible]	315 Harmony Rd	648-7913
22. [illegible]	290 Harmony Rd	648-5840
23. [illegible]	251 Harmony Rd	648-4769
24. [illegible]	351 Harmony Rd	648-4769
25. [illegible]	244 Harmony Rd	648-1222
26. [illegible]	241 Harmony Rd	648-5701
27. [illegible]	291 Harmony Rd	648-2761
28. [illegible]	278 Harmony Rd	648-1217
29. [illegible]	351 Harmony Rd	648-4301
30. [illegible]	305 Harmony Rd	648-5427
31. Thelma A. BURD	309 HARMONY RD	648-2478
32. [illegible]	446 Fiddlers Sherlock	648-4703
33. [illegible]	446 Fiddlers Sherlock	648-4703
34. [illegible]	214 HARMONY RD	648-4172
35. [illegible]	115 Garden Cr	648-5297

A C T I O N I T E M S

BUSINESS COMMITTEE
1998 12 10

#6

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education

From: Wayne Joudrie, Superintendent of Education

Date: December 10, 1998

Subject: **STUDENT INFORMATION SYSTEM TRANSITION COMMITTEE REPORT**

Recommended Action:

Moved by _____, that the "The School Administrator-Version 7" from TREVLAC Computer Services Limited be approved as the Student Information System for the H.W.D.S.B.

Rationale:

As a result of LEIC recommendations, a committee was formed to review the Student Information Systems in use by the Wentworth County Board of Education and The Board of Education for the City of Hamilton. Working with an action plan previously approved by Executive Council (see Appendix A) the committee has conducted a review of the in-place systems and their adaptability to the new school Board's needs.

Currently, county schools use two versions of the existing TREVLAC system. These systems are school-based and are implemented on various hardware configurations. All data entry, printing and data manipulation are conducted in the school office. Board-wide data collection is by various methods with no central repository of student information.

City schools use a centrally-based system originally developed in-house and implemented in 1985. Most data entry is conducted in the school office and virtually all printing and data manipulation is conducted at the Board central office. Board wide data collection is by way of a centralized database. This system was under review of replacement with a non in-house developed school-based system in early 1997. The committee conducting evaluations of alternatives ceased working with the announcement of amalgamation.

Given that the city system was under review for replacement, it was agreed that the committee not enter into any work that involved comparisons of the two. However certain functional characteristics from both would be used in developing a System Requirements Document (see Appendix B).

The System Requirements Document was then used to evaluate the currently available version of the TREVLAC System (Version 7). Although this system is being marketed, it is not due for release until the fall of 1998. It is currently under trial in a few schools in Manitoba and British Columbia.

Committee representation followed the Action Plan outline with the broad representation from various interest areas of the Board (see Appendix C). Many members found it difficult to attend all meetings due to other transition committee commitments.

The committee met 6 times during the process of discussion, evaluation and formulation of recommendations. Two lengthy meetings and numerous phone calls were held between members of Computer Services and the TREVLAC representative. Discussions were far ranging and covered many technical issues, major system functions and costs. A full demonstration version of the software and representative secondary database was provided to Computer Services for testing. Two half-day demonstrations were arranged for committee members. The first was an overview of the system's major functions and the second was directed towards the elementary school office operations.

As outlined in the ActIon Plan, only the Trevlac Version 7 was studied fully. However, it should be noted that members of transition committee had reviewed a variety of other Student Information Systems as part of their preparatory work. Systems such as "Trillium", "School Administrator" and "Maplewood" had been reviewed. It was the consensus of those who had studied these systems that basically all systems were similar. Each had a set of common features and advanced options. it was felt that the overwhelming advantage of having one portion of our system fully trained in Trevlac made it the ideal choice. In fact, the Secondary Principals were unanimous in their endorsement of Trevlac.

There were two concerns related to the proposed system. These were outlined in Appendix B. They were student transfer facility and Board-wide Information facility.

With respect to student transfer facility, it was noted by elementary principals and secretaries that within the city there are a great number of transfers over the course of a year. The current system allows for easy transfer of all data. The TREVLAC system appears to be a more labour intensive approach. Staff from Computer Services is working with TREVLAC to streamline the process.

Subsequent to the completion of the Student Information System Transitions Committee deliberations, Computer Services has worked with the vendor to ascertain whether functions can be added to the system in order to satisfy Board requests. While satisfying school office functionality requirements, the system as originally proposed would mean a reduction in ready access to Board-wide information.

In considering Student Information Systems, there are three basic approaches:
1. A centralized database that is accessed remotely by schools.
2. Databases that exist only in the schools.
3. Databases that exist in the schools and are replicated to a central database.

Each of these approaches has both positive and negative aspects.

1. Centralized Database:
   - most secure
   - one copy of software (changes are effective immediately to all)
   - allows transfer of students from school to school easily
   - student enrolment and statistics readily available board-wide
   - less in-school functionality (timetabling, printing)
   - perception of "loss of control" in schools.

2. Databases In Schools Only:
   - much more in-school functionality
   - school controls own data
   - least secure
   - collection and summarization of data from 150 separate databases problematic
   - transfer of student from school to school difficult
   - 150 copies of software require very significant effort when changes required.

3. Databases In Schools with Replicated Central Database:
   Database replication is an industry standard process whereby changes to a remote database are automatically replicated to another database at a different location on the network, usually on a set time interval basis.
   - provides in-school functionality and control
   - student enrolment and statistics available board-wide
   - allows transfer of students from school to school
   - 150 copies of software require very significant effort when changes required
   - most sophisticated (and complicated)
   - most expensive.

This last example is the proposed TREVLAC configuration. It would provide the schools with the functionality they have requested and provide a central database for the production of board-wide summaries and statistics. It would also facilitate the process that city elementary school principals see as indispensable--the automatic transfer of student data from school to school, especially in the high-turnover schools in the city core.

Funding Considerations

Preliminary estimates are that approximately $120,000 (minimum) would be required to install the system in city secondary schools and to upgrade the county secondary schools. In the elementary schools, the amount would be $100,000 for the base system and $40,000 to $50,000 for each additional system component (5 or 6).

All city schools are equipped with Pentium workstations and networks. Most county schools do not have adequate hardware to run Version 7 of the software. A review is to be conducted with regard to this issue.

Funding Summary:

Expenses:	SIS Software Purchase	$375,000
	Admin Computer Upgrades (County)	$ 80,000 (estimate)
	Remote Server Software Licenses	$100,000
	TOTAL	$555,000
Revenue Sources:	Ministry Transition Funding	$400,000
	SIS Reserve Fund	$ 65,000
	Admin Computer Budgets	$ 90,000
	TOTAL	$555,000

Implementation Schedule:

Implementation in Secondary Schools would need to commence by March, 1999. This would allow for the processing of Option Sheets for the 1999-2000 school year and avoid any "Year 2000" problems inherent in our current systems.

Implementation in Elementary Schools would commence by September, 1999. Similar "Year 2000" issues will be avoided by this for startup.

/id

"Appendix A"

ACTION PLAN

Hamilton-Wentworth District School Board - Student Information System

With the amalgamation of the Wentworth County and Hamilton school boards a review must be conducted to determine a method for student record keeping for the new organization. Presently, schools from each of the old boards use significantly different automated systems. City schools use a central server based in-house developed system while county schools utilize a school based commercial system.

This report proposes an action plan for the review and recommendation of a student information system that would service all Board needs relative to the entering, maintenance, reporting, archiving and summarization of student related information.

SIS Committee Mandate

Committee Mandate is to assess Student Information System alternatives, recommend system new Board should adopt and oversee implementation. Committee disbands on successful implementation of system.

	Event	Who	Comments
1.	Appoint committee, Chair and confirm mandate	Executive Council	For Elementary and Secondary schools there should be equal representation from county and city schools.
2.	Define workgroups	Committee	Elementary, Secondary, Assessment etc.
3.	Develop System Requirements	Workgroups	Computer Services to provide resources for requirements document and infrastructure costings where required.
4.	Review in-place systems using System Requirements	Workgroups	Each workgroup must have an opportunity to view both systems from a presentation and on-site (school) basis.
5.	Assess in-place systems for major functional deficiencies	Committee	See LEIC recommendation
6.	Assess resources required to correct deficiencies if found	Committee	Computer Services to provide resources
7.	Decision to adopt an in-place system	Committee	Proceed to 17 if YES. (Important Budget consideration at this point)
8.	Prepare Request for Proposal based on Systems	Committee	Require Purchasing Department Resources
9.	Prepare system evaluation parameters for vendor	Committee	
10.	Receive proposals	Purchasing	

11.	Distribute proposals to committee members	Purchasing	
12.	Prepare short list if necessary based on evaluation parameters	Committee	Require Purchasing Department Resources
13.	Schedule vendor presentations and site visits	Committee and workgroups	Require Purchasing Department Resources
14.	Consolidate information from workgroups	Computer Services	
15.	Assessment review and selection	Committee	Require Purchasing Department Resources
16.	Recommendation	Committee	
17.	Recommendation to Executive Council	Superintendents	Implementation process development should start
18.	Recommendation to Board	Executive Council	
19.	Reconstitute committee for implementation phase		

Suggested committee representation:

Elementary
- Principal/VP (2)
- Secretary
- Classroom Teacher
- LRT

Secondary
- Principal/VP (2)
- Guidance Counselor
- Student Records Secretary
- Attendance Secretary
- Classroom teacher
- LRT

Instructional Services
- Program consultant (Elem)
- Program consultant (Sec)
- Special Education consultant
- Assessment and Report Card

School Superintendents
- Superintendent
- Secretary

Central Departments

Computer Services (2)
Budget (2)
Accommodation
Continuing Education

SIS - Functional Component Overview

Elementary

Register
Class Lists
Demographics
Family Information
Emergency
Medical
Special Education tracking
Entry/Withdrawal
Assessment
Report Card
Transportation
Lists and Labels
Ministry reporting

Secondary

Schedule Builder
Timetables
Exam scheduling
Guidance
Marks Process
Assessment
Report Cards
Transcripts
Register
Class Lists
Demographics
Family Information
Emergency
Medical
Special Education tracking
Entry/Withdrawal
Report Card
Lists and Labels
Continuing Ed and summer school
Transportation
OUAC and OCAS
Ministry reporting

Central Office

Enrolment
Statistics
Staffing
Transcripts
Transportation
Tuition Fees
Student Insurance
Instructional Services
Section 27 etc.
Special Ed & Psych. Serv.

System Requirements 6-8

Y, N, Q, N/A

Topic	Requirements	E	S	C
Forms & Reports	Generate at school	Y	Y	
	User definable & Database customized	Y	Y	
	Registers, class lists, street, advisor etc & standardized	Y	Y	
	Report Card link (teacher)	Q	Y	
	Merge for mailings, letters	Y	Y	
	Link to board forms (Spec Ed, ESL etc)	Q	Y	
	Transcripts	N	Y	
	OUAC and OCAS reporting	N	Y	
	University and College applications	N	Y	
	Summary reports (enrolment etc)	Y	Y	
	+ Suspensions, Honour Rolls, Promotion data		Y	
Personal Infor.	Family	Y	Y	
	Medical	Y	Y	
	Address, phone, postal code check	Q	Y	
	Emergency contacts	Y	Y	
	Immunization	Y	Y	
	Photograph	Y	Y	
	Privacy	Y	Y	
	LFS, ESL & FSI, Country of Origin	Y	Y	
	+ Boundary Check (Postal Code)	Q	Y	
	& Transfer from site to site – electronically not disk	Q		
Tracking	Discipline	Y	Y	
	Attendance	Y	Y	
	Special Services (Spec Ed, Psych etc)	Y	Y	
	Comments fields	Y	Y	
	Alerts, flags	Y	Y	
	Marks	Y	Y	
	Entry/withdrawal	Q	Y	
	Diploma requirements	N	Y	
	+ Co-curricular involvement		Y	
	+ Community Service Requirement, Co-op tracking		Y	
	& ESL Level tracking	Y		
	+ Academic Student History		Y	
Timetables	Schedule builder & eg. Supervision/organization	Y	Y	
	Timetable management (guidance)	N	Y	
	Option entry/tallies	N	Y	
	Generate schedules for specific events/activities	Y	Y	
	Middle school + Timetable Flexibility	Q	Y	
	Exam scheduling	N	Y	
	Westmount + Individual tracking	N	Y	
	Hybrids	Q	Y	
	Department timetable	N	Y	
	+ Grade 8 – 9 Transition Information		Y	

"Appendix B"

Topic	Requirements	E	S	C
Report cards	In school & ESAP ?	Y	Y	
	Teacher (home ?) + see under Forms/Reports	Q	Y	
	Marks and attendance & automatically	Q	Y	
	Outcomes + Expectations	Y	Y	
	Comments + On Report Card & Macros?	Y	Y	
	Course descriptions & eg. ES units	Q	Y	
General	Transportation + Bus Route, Bus Number, Special Transportation	Y	Y	
	Guidance + Career Planning	Y	Y	
	Tuition fees + Non-resident, Visa, Course Fees	Y	Y	
	Summer and Evening school & including Rentals	Y	Y	
	Section 27 and other programs	Y	Y	
+ Under tracking	Variable student grouping and tracking (sports, clubs, allergies etc)	Y	Y	
	School/ministry reporting	Y	Y	
Central office	Enrolment summaries			✓
	Board wide statistics			✓
	Staffing			✓
	Instructional services			✓
	Special services tracking			✓
	Transportation			✓
	Ministry reporting			✓
	Accident reporting			✓
	Student insurance			✓
	Link to regional assessment file			✓
Special features	School network capable	Y	Y	
	All schools & Board share information (entry/withd., enrolment)	Y	Y	
	User friendly	Y	Y	
	Data entered once	Y	Y	
	Single password	Y	Y	
	Clear screen with one command	Q	Q	
	Security issues	Y	Y	
	Data extract features for manipulation in spreadsheets etc	Y	Y	
	Split for confidential/non-confidential sections	Y	Y	
	Remote software maintenance	Y	Y	
	Turnover for new school year	Y	Y	
	+ Access information as required	✓	Y	
	+ Block transfer of data	✓	Y	
	+ Backup – After Hours – Schools Need Evening Access	✓	Y	

"Appendix C"

STUDENT INFORMATION SYSTEM - Representatives

Susan O'Brien	City Sec. Data VPs	Barton S.S.
Susan Guyatt	City Elementary Secretary	Seneca
Colleen Hycz	Tech Services	Ed Centre
Jacquie Feeney	City Guidance Counsellors	Hill Park
Janice Marela	County Computer Services	B.O.
Judy Low	County Secondary secretary	Saltfleet Hi
Brenda Kunc	County Elementary secretary	Rousseau
Bob Chapman	Assessment & Eval. (City)	Ed. Centre
Rob McGall	City Secondary Principals	Glendale
Klara Owen	County Elementary Principals	R. L. Hyslop
Marie Bountrogianni	Psychology	Ed. Centre
John McKnight	Program	Ed. Centre
Debi Messenger	City Elementary Secretary	Ryerson
Denise Dawson	Budget Manager	Ed Centre
Steve McCann	Social Worker	U.G.
Sue Dunlop	City Elementary Teachers	Teachers' Fed.Office
Inta Aldridge	County Elementary Teachers	Central Park
John Deven	County Secondary Principal	O.P.
Wayne Joudrie	S.O.E.	B.0
Heather Arndt	County Secondary secretaries	O.P.
Daryl Sage	Accommodation	Ed. Centre
Lucy Veerman	Budget	Ed Centre
Judith Bell	Staff Development	Ed Centre
Wilma Dowling	Secondary Program Consultant	UG
Johan Van Heerden	County Guidance (Secondary)	Highland
Sue Troncho	Speech Pathology	Crestwood
Dave Maddocks	City Elementary Principal	Hess Street
Bonnie Good	City Secondary Student Records	Sherwood
Pat Gallo	City Secondary Attendance	Sir John A. MacD
Len Dixon	Chair	

#7

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Len Dixon, Manager of Computer Services

Re: **County Schools: Equitable Network Access - Restructuring Project**

Recommended Action:

Moved by: _____

That the Board approve the Equitable Network Access Project with a total cost of $118,600., subject to receipt of final approval from the Ministry of Education and Training.

Rationale:

Presently the majority of schools within the Board have dedicated communication lines for Internet access and E-Mail. The purpose of this project is to provide access to those schools that still do not have dedicated network access. There are 21 schools in the county that do not have a permanent telecommunication connection (see attached list of schools).

Over the past few years a cooperative consortium has been in place to provide a common link to the Internet for public bodies in the Hamilton-Wentworth Region. This partnership has been named HWIN for Hamilton Wentworth Information Network. The network currently provides ISDN service to all schools except those noted above. A fibre optic link from the Hamilton downtown core to McMaster University provides the main connection to the Internet for all partners. Due to a single delivery point and with the cooperation of Bell Canada, the partnership has managed to reduce the cost of Internet service.

Also in the partnership are:

The Hamilton-Wentworth Catholic District School Board
The Hamilton-Wentworth Library Board
The City of Hamilton
McMaster University

The Board submitted a request for the funding of this project to the Ministry of Education and Training in accordance with the School Board Restructuring Program. Accordingly, the Ministry of Education and Training has provided initial approval of funding for the Equitable Access Project in the amount of $118,600. (Equal to the amount requested). The project must receive Board approval before the Ministry of Education and Training will provide final approval.

The funding would be utilized primarily to cover Bell Canada installation costs, purchase of routers and the acquisition of associated network equipment. Annual operating costs are estimated at approximately $2,500 per school. The cost breakdown for the project is as follows:

Equipment & Installation (routers, hubs, LAN switches)	$101,000
Supplies, travel	3,100
Training	4,000
Wiring	10,500
	$118,600

Expected Results!

This project will enhance the internet access to the classroom and offices of all schools involved. In addition, there will be improved access to the existing E-mail system and the Board's internal website. This project will bring all schools to the same level from a communications standpoint.

Discussion has been initiated with Bell Canada to begin the work necessary to ascertain the requirements of providing the same service to these schools that all other schools in the Board currently enjoy. Work is expected to proceed as soon as final approval is granted.

DG/GdeJ
1998-12-08

attach.

County Schools That Do Not Have Dedicated Network Access

- Balaclava Public School, Carlisle
- Bellmoore Public School, Binbrook
- Bell-Stone Public School, Mount Hope
- Beverly Central Public School, Troy
- Central Public School, Dundas
- Dundana Public School, Dundas
- Eastdale Public School, Stoney Creek
- Flamborough Centre Senior Public School, Waterdown
- * Glenwood Public School, Ancaster (Maple Lane Building)
- Grange Public School, Ancaster
- Guy Brown Public School, Waterdown
- Lynden Public School, Lynden
- Memorial Public School, Stoney Creek
- Millgrove Public School, Millgrove
- Parkwood Public School, Hannon
- Queen's Rangers Public School, Copetown
- Rousseau Public School, Ancaster
- Sheffield Public School, Sheffield
- Spencer Valley Senior Public School, Greensville
- Winona Public School, Winona
- Yorkview Public School, Dundas

* *No action will be taken regarding the Maple Lane Building since the Glenwood program will be moving from this facility to Fairview prior to the start of the 1999/2000 year.*

8-1

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING OCTOBER 31, 1998

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,677,657.09	$684,667.73	$2,362,324.82
	CURRENT MONTH			
B.	Collections:			
	Ancaster	7,562.81	10,320.00	17,882.81
	Dundas	3,025.14	3,440.00	6,465.14
	Flamborough	11,344.27	9,628.00	20,972.27
	Glanbrook	25,713.67	11,696.00	37,409.67
	Stoney Creek	22,688.45	9,632.00	32,320.45
C.	Interest	7,336.61	2,994.14	10,330.75
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,755,328.04	$732,377.87	$2,487,705.91

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING OCTOBER 31, 1998

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$740,256.96	$299,970.48	$1,040,227.44
	CURRENT MONTH			
B.	Collections:			
	Ancaster	5,969.88	36.00	6,005.88
	Dundas	0.00	0.00	0.00
	Flamborough	10,582.03	4,798.00	15,380.03
	Glanbrook	4,237.97	1,921.50	6,159.47
	Stoney Creek	9,557.77	6,813.46	16,371.23
C.	Interest	3,061.58	1,240.63	4,302.21
D	Withdrawals	0.00	0.00	0.00
E	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$773,666.19	$314,780.07	$1,088,446.26

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING NOVEMBER 30, 1998

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$1,755,328.04	$732,377.87	$2,487,705.91
	CURRENT MONTH			
B.	Collections:			
	Ancaster	15,881.91	3,784.00	19,665.91
	Dundas	1,512.57	688.00	2,200.57
	Flamborough	15,125.69	0.00	15,125.69
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	0.00	4,128.00	4,128.00
C.	Interest	7,404.28	3,089.30	10,493.58
D.	Withdrawals	0.00	0.00	0.00
	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$1,795,252.49	$744,067.17	$2,539,319.66

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING NOVEMBER 30, 1998

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	$773,666.19	$314,780.07	$1,088,446.26
	CURRENT MONTH			
B.	Collections:			
	Ancaster	22,440.41	5,488.70	27,929.11
	Dundas	0.00	0.00	0.00
	Flamborough	377.15	0.00	377.15
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	0.00	0.00	0.00
C.	Interest	3,278.43	1,333.89	4,612.32
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	0.00	0.00	0.00
G.	BALANCE, end of month	$799,762.18	$321,602.66	$1,121,364.84

#9

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 12 10

RE: **County Planning Report**

Recommended Action:

Moved by: _____

That the recommended actions stated in the County Planning Report for December 1998 be approved.

RATIONALE:

Attached is the County Planning report for December 1998. Contained within the report are recommended actions for each of the planning issues for which notification has been received from municipal planning departments. These issues have been grouped into the following categories.

1. Items that will have a significant impact on school enrolment or Board property.
2. Items that may have an impact on school enrolment or Board property.
3. Items that should not have an impact on school enrolment or Board property.

A full set of materials has been located in the trustee lounge for review and not distributed with the agenda package.

Two significant developments, Fifty Point Joint Venture and Shadyglen both in Stoney Creek are being brought to the attention of the Board. Maps have been provided for reference purposes.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act.

DS/dtg
12/02/98
attach.

1. Items that will have a significant impact on school enrolment or Board property.

a) **Nash Neighbourhood, City of Stoney Creek**

Origin:

Receipt of a notice of public meeting to discuss the proposed neighbourhood plan.

Recommended Action:

i) That the notice be received.

ii) That staff continue to review this matter in discussions with the City of Stoney Creek Planning Department.

b) **25T-98009 Shadyglen Draft Plan of Subdivision, City of Stoney Creek**

Origin:

Receipt of the draft plan of subdivision.

Recommended Action:

That a letter be sent to the City of Stoney Creek and the Approving Authority expressing the significant impact that student yields from the Shadyglen neighbourhood will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the City proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval: 1) adequate signage, based on Board specifications, be erected on site, warning that students from this development are likely to be redirected to schools outside of the area with available capacity 2) the sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers warning that students from this development are likely to be redirected to schools outside of the area with available capacity. The Region of Hamilton-Wentworth and the City would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

c) **25T-98013 Fifty Point Joint Venture Draft Plan of Subdivision, City of Stoney Creek**

Origin:

Receipt of the draft plan of subdivision.

Recommended Action:

That staff object to the approving authority to the development due to deviation from the original estate type plan of subdivision. As well, the Region of Hamilton-Wentworth and the City of Stoney Creek be advised that student yields from the Fifty Point development of 683 units will have significant impact on the Hamilton-Wentworth District School Board's ability to provide school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As such, it may be necessary for students to be transported to locations with available capacity. As a result, should the development proceed, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval: 1) adequate signage, based on Board specifications, be erected on site, warning that students from this development are likely to be redirected to schools outside of the area with available capacity 2) the sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers warning that students from this development are likely to be redirected to schools outside of the area with available capacity. The Region of Hamilton-Wentworth and the City of Stoney Creek is to be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

2. Items that may have an impact on school enrolment or Board property.

a) **Zoning Bylaw Amendment - 375 Wilson Street East, Town of Ancaster**
Origin:
Receipt of the zoning bylaw amendment application for the development of a seven-unit townhouse complex and a restaurant adjacent to the Board administrative office at 357 Wilson Street East
Recommended Action:
That adequate fencing, to secure the site, be provided through the site plan agreement to the satisfaction of the Board's Plant Department.

b) **Grace Anglican Church, Town of Flamborough**
Origin:
Receipt of a site plan agreement that will permit the construction of a parking lot at the rear of the church adjacent to Mary Hopkins School
Recommended Action:
That adequate fencing, to secure the site, be provided through the site plan agreement to the satisfaction of the Board's Plant Department.

c) **Renata Court, Town of Dundas**
Origin:
Receipt of a notice of public meeting to review initial comments about the proposal for seven additional residential lots.
Recommended Action:
That the notice be received for information and that formal comments be submitted as part of the zoning bylaw amendment application.

d) **John Bayus Park, Town of Flamborough**
Origin:
Receipt of the proposed official plan and zoning bylaw amendments to permit the legalization of an existing mobile home park and related recreational uses.
Recommended Action:
That the Board not object to the amendment as it applies to the existing homes within the trailer park.

e) **Zoning Bylaw 98-117-Z, Town of Flamborough**
Origin:
Receipt of the approved zoning bylaw amendment that re-designates property adjacent to the Parkside Drive elementary school site from agricultural to institutional.
Recommended Action:
That the item be received for information.

f) **Zoning Bylaw 98-114-Z, town of Flamborough**
Origin:
Receipt of the approved zoning bylaw amendment that re-designates property from future development to mixed use to allow a range of commercial, institutional and residential uses.
Recommended Action:
That the item be received for information.

3. Items that should not have an impact on school enrolment or Board property. (cont'd)

a) **Schutten Brothers Holdings Limited - 992 Highway 53, Town of Ancaster**
Origin:
Receipt of the Ontario Municipal Board Notice of hearing.
Recommended Action:
That the item be received for information.

b) **John and Sheila Homerski - Temporary Mobile Retirement Home, Town of Flamborough**
Origin:
Receipt of the approved zoning bylaw.
Recommended Action:
That the item be received for information.

c) **Jo-ann Dionne - Temporary Mobile Retirement Home, Town of Flamborough**
Origin:
Receipt of the proposed zoning bylaw amendment to permit a temporary mobile retirement home.
Recommended Action:
That the Board not object to the proposal.

d) **1998 Mid Year Housing Monitoring Report, City of Stoney Creek**
Origin:
Receipt of the report.
Recommended Action:
That the item be received with no requirement for further review.

e) **Glanbrook Landfill Site Leachate Treatment/Removal - Binbrook Settlement Area**
Origin:
Receipt of a study update.
Recommended Action:
That the item be received for information and that staff continue to monitor the study.

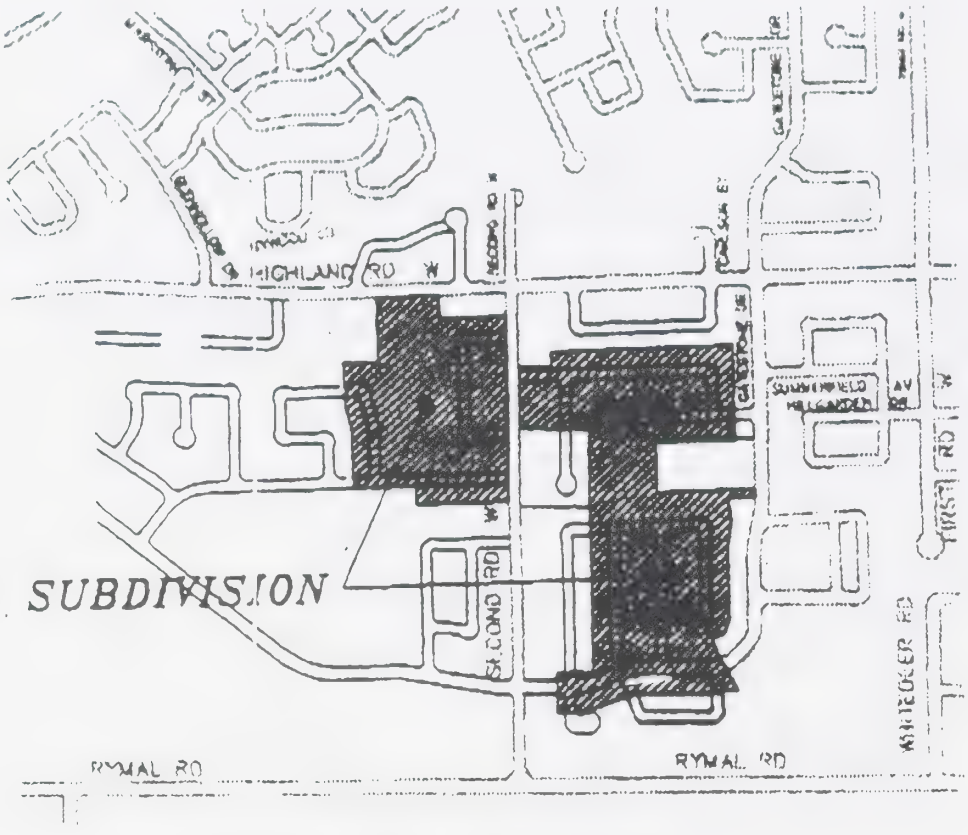
f) **Aldershot/Waterdown Master Environmental Assessment Transportation Study**
Origin:
Receipt of a project update.
Recommended Action:
That the item be received for information.

g) **207 Highland Road West, City of Stoney Creek**
Origin:
Receipt of the approved zoning bylaw amendment.
Recommended Action
That the item be received for information.

905-521-2538 HAM WENTWORTH D S BD 083 P17/17 NOV 20 '98 10:15

KEY PLAN

SCALE 1:10000



PROPOSED SUBDIVISION

DRAFT PLAN OF

SHADYGLEN

BEING A PROPOSED SUBDIVISION OF

PART OF LOTS 27, 28 AND 29 – CONCESSION 8

GEOGRAPHIC TOWNSHIP OF SALTFLEET

NOW IN THE

CITY OF STONEY CREEK

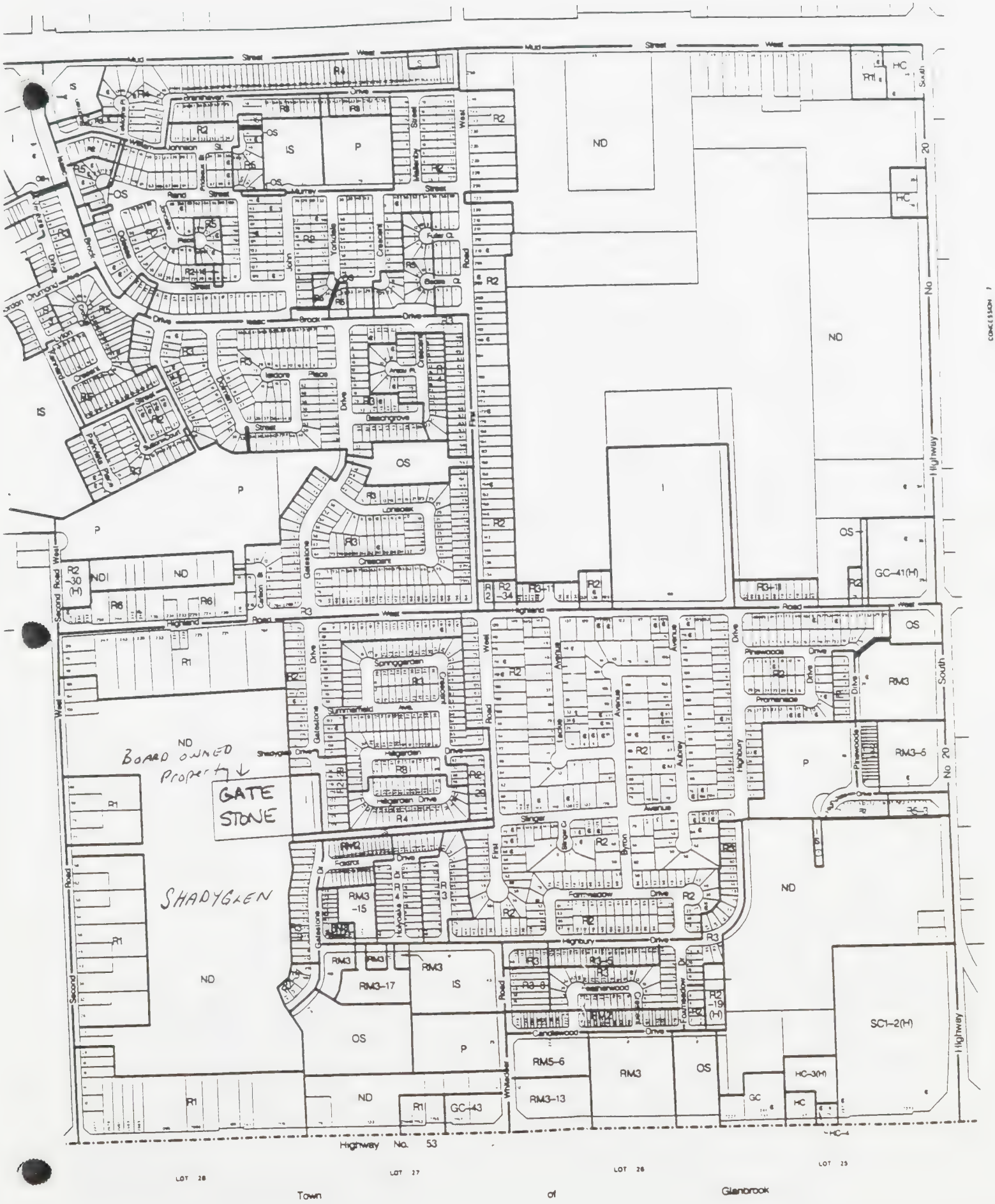
REGIONAL MUNICIPALITY OF HAMILTON–WENTWORTH

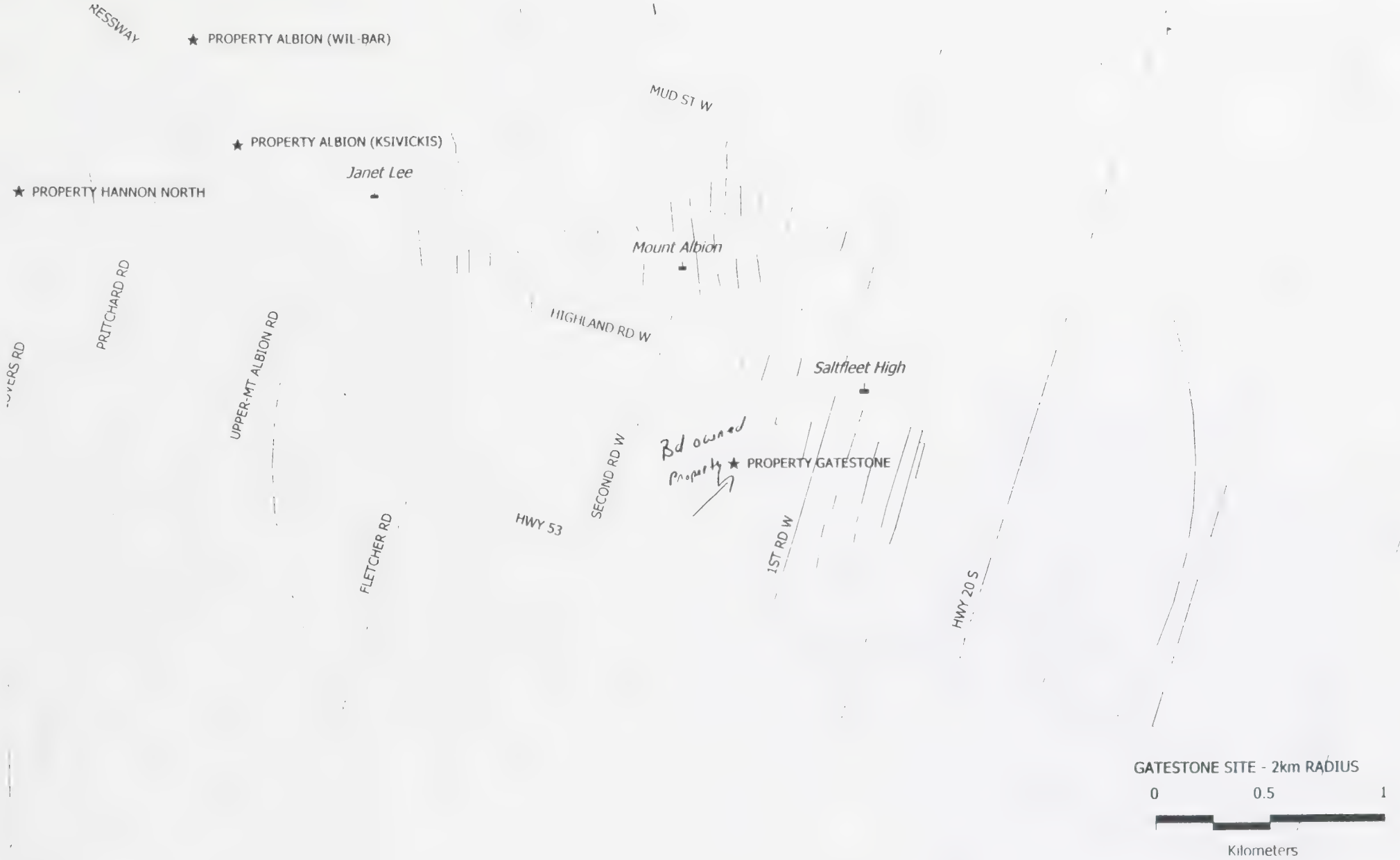
SCALE 1:1500

0 50 100 metres

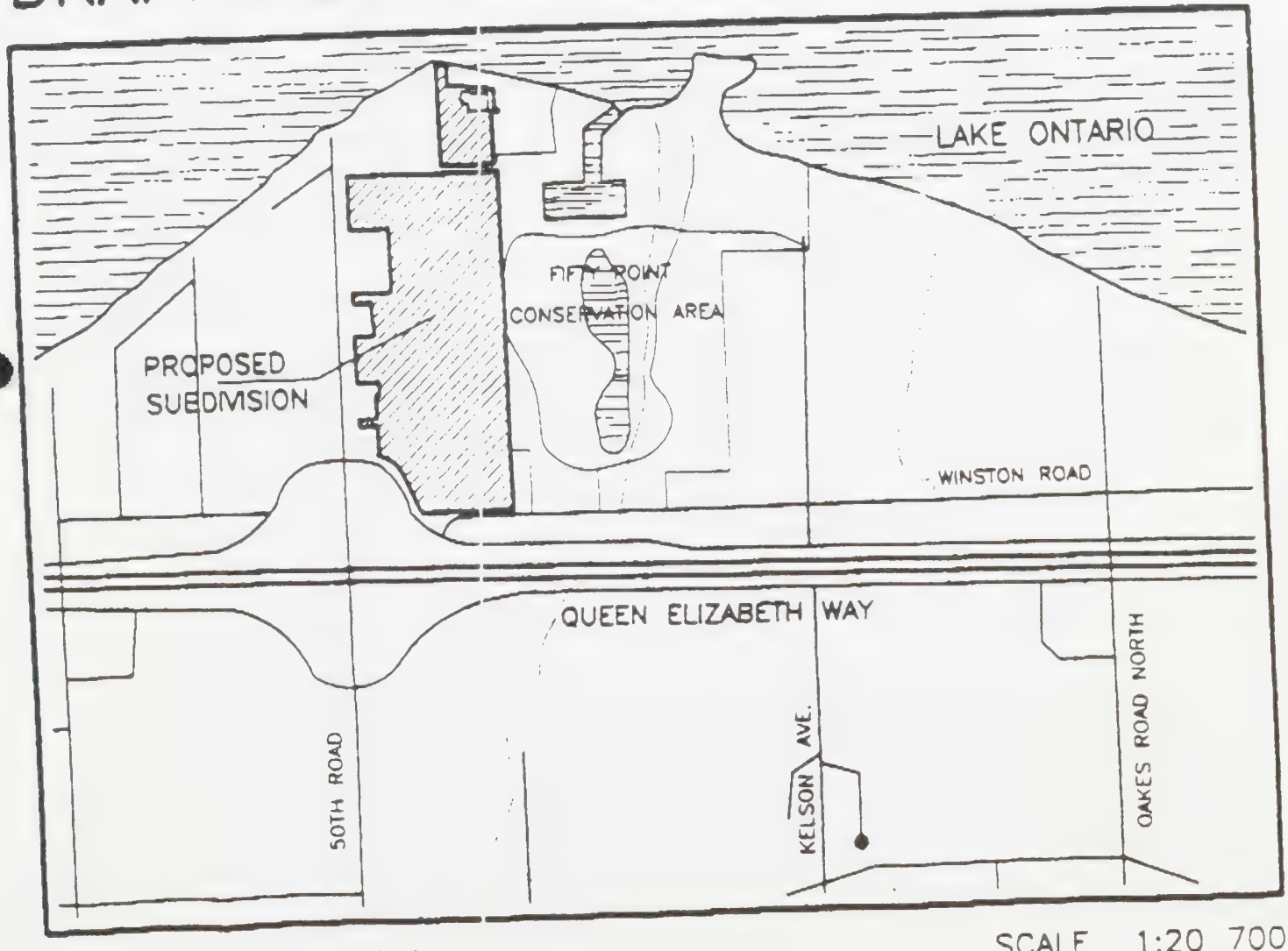
B. J.. CLARKE O.L.S.

9-5


BOARD OWNED Property
GATE STONE
SHADYGLEN
ND
R1
R2
R3
R4
R6
R8
RM2
RM3
RM3-6
RM3-15
RM3-17
RM5-6
RM3-13
IS
OS
P
I
GC-41(H)
GC-43
SC1-2(H)
HC-3(H)
HC
GC
Highway No. 53
Highway No 20 South
Second Road West
Whitaker Road
Town of Glanbrook
LOT 28
LOT 27
LOT 26
LOT 25


NESSWAY
PROPERTY ALBION (WIL-BAR)
MUD ST W
PROPERTY ALBION (KSIVICKIS)
Janet Lee
PROPERTY HANNON NORTH
Mount Albion
PRITCHARD RD
UPPER-MT ALBION RD
HIGHLAND RD W
Saltfleet High
Bd owned property
PROPERTY GATESTONE
SECOND RD W
HWY 53
FLETCHER RD
1ST RD W
HWY 20 S
GATESTONE SITE - 2km RADIUS
0
0.5
1
Kilometers

DRAFT PLAN 25T-89018(R) REVISED JULY 14, 1998



SCALE 1:20 700

KEY PLAN

SECTION 51, PLANNING ACT, ADDITIONAL INFORMATION

ON DRAFT PLAN

#10

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 12 10

RE: **Bellmoore Public School – Transportation Safety Concern**

Recommended Action:

Moved by: _____

That the report be received for information and that staff be authorized to erect a school identification sign, on the Bellmoore School site, in a location satisfactory to School Council at an installed cost not to exceed $600.00.

RATIONALE:

For a number of years, the Bellmoore School Council has expressed safety concerns with the southbound left hand turning lane in front of Bellmoore Public School on Highway 56, Binbrook. Specifically, their concerns have been summarized as follows:

- The school is set back from the road, and is not visible from the road until you are well within the school zone.
- In the morning, three drivers of southbound buses full of children must make a left hand turn into the school, often waiting several minutes on Highway 56 for heavy morning traffic to clear. (One bus driver recently reported waiting 8 minutes for oncoming traffic to clear and permit her to turn.) In this situation there could be well over 200 children on the road all at once sitting in a potentially dangerous position. Due to the extremely deep ditches on both sides of the road, there is nowhere for any vehicle to go should the need arise.
- The buses waiting to turn block the flow of traffic, contributing to road congestion. Drivers waiting to turn left into the school report many vehicles passing on the right to avoid waiting behind them.
- The speed limit in front of the school is 70 km/h and is a speed transition area. Drivers heading north are speeding up towards the 80 km/h zone which begins at Guyatt Road and drivers heading south have not slowed down sufficiently yet.
- Vehicles departing the school property are at risk entering that 70 km/h zone – especially school buses due to their slow acceleration.
- There are only a few, improperly positioned, road signs in the school area to warn drivers that they are approaching a school zone and slow, cautious driving is warranted.
- The road directly in front of the school is a passing zone.
- The type of traffic using Highway 56 has changed over the years to include many more commercial vehicles as well as cars. This will only increase with the impending development planned for Binbrook.

Through the diligent efforts of the Bellmoore School Council, a presentation to the Regional Transportation Committee was made on October 26, 1998. In support of this presentation a staff letter was sent to the Chairman of the Regional Transportation Committee. This letter is attached for reference purposes as Appendix A.

Representatives of the Bellmoore School Council and staff were present at the October 26, 1998 meeting. Following an excellent presentation of the issues, Regional Council opted to:

- decrease the speed limit from 70 km/h to 60 km/h
- install appropriate signage including flashing lights warning "School Zone"
- increase enforcement of the speed limit
- create a no passing zone
- refer the construction of a centre turn lane including guardrail protection to their 1999 budget deliberations.

To further complement the above noted action, it was identified that the Board should erect a large school sign on the Bellmoore School Site. This would further contribute and enhance the visibility of the school. Should the motion be supported by Board, Plant Operations and School Council will finalize the details and placement of such a sign. The signage would be similar to that as referenced in Appendix B.

The efforts of the Bellmoore School Council are to be congratulated.

Attach.

DS/dtg
12/07/98

10-2

APPENDIX A

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

1998 10 23

Mr. B. Wade, Chairman
Transportation Services Committee
Regional Council
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Chairman Wade:

For a number of years the community, and in particular the Bellmoore School community, has expressed serious concerns around the road safety of Highway #56. Specifically, the school board's transportation department secures nearly 100% of the students on vehicles for pick up and drop off daily. Safety of students, drivers and the general population remains paramount.

The Bellmoore School Council has identified a number of safety issues for transported students. They have also researched the situation and have provided recommended action for presentation and consideration by your committee. It would appear that, the most appropriate action would be to resolve the highway safety conditions through a permanent one time solution; that of creating a centre turning lane. This solution may be more time sensitive and appropriate, as I understand that construction of services may be undertaken in the near future.

The school council has also identified short-term improvements such as speed reduction, identification of a school zone, enforced no-passing zone and guard rails all of which I believe to be in the best interest of safety.

The administration of the Hamilton-Wentworth District School Board concurs with issues identified and the recommended course of action suggested. With a number of large school buses travelling down Highway #56 and the frequency of traffic including transports, creates a serious situation when school bus vehicles are stopped awaiting traffic clearance before proceeding onto the school property. It has been reported that up to five minute waits have occurred. Although sight lines have been suggested to be adequate for vehicle traffic, all of the surrounding area's circumstances necessitate an improved resolution. In addition, inclement conditions can greatly diminish visibility through this school zone. Potential liability of all parties may be challenged in the event of accident.

As the communities around the Bellmoore School grows, creating even greater demands on transportation and school board services, the issues of safety may be raised through the planning approval process.

To reiterate, the Region providing an improved safe transportation route to the benefit of all is encouraged. Please contact me if further assistance is necessary for your decision making process.

Thank you for your consideration and anticipated support of the Bellmoore School Council's presentation on October 26, 1998 to your Transportation Services Committee.

Sincerely,

Daryl Sage, Manager
Accommodation & Planning

/dtg

cc: M. Matier, Director of Education and Secretary
D. Grant, Superintendent of Business and Treasurer
A. Dunham
B. Wallace, Trustee


Millgrove
Public
School



#11

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 12 01

RE: **Delegation – Bus Routes for Dundas District School**

Recommended Action:

Moved by: _____

That the report from administration regarding Dundas District School bus routes be received for information.

RATIONALE:

On November 26, 1998 the Board approved the following resolution:

> *That the presentation of Davida Buchalter and Boris Pekar re Bus Routes for Dundas District School be referred to officials.*

Accordingly, administration has prepared this report for trustee information.

Issues presented by delegation:

1. Walking distance to Dundas District
2. Safety of Students
3. Inconsistent application of policy permitting walking students to receive transportation
4. Policy difference between County and City

In June 1998, the Board adopted Transportation Guidelines whereby eligibility for transportation service, based on distance, will continue as defined by the policies of the former school boards. As such, the former Wentworth County Board of Education prescribed transportation services to students who reside beyond:

a) 1.6 km (1 mile) for students in Kindergarden and Grade 1
b) 3.2 kms (2 miles) for students in Grade 2 to 6
c) 4.8 kms (3 miles) for students in Grades 7 to 12/OAC

Delegates of the parents whose children attend Dundas District School expressed concerns over the walking distance and issues related to such travel. Attached is a map, which references the area of concern. The lower shaded area of the map represents areas of eligible transportation.

Dundas District is a middle school comprised of grades 6, 7 and 8. The walking distance as defined under the policy for these students would be 3.2 kms to 4.8 kms. A review of the streets, i.e., Larraine Avenue, Ann Street, Patrice Court, and surrounding area all fall within the acceptable Board defined walking distance. The only exception is Governors Road. This road is designated a hazardous road, for safety concerns in this vicinity, thus transportation is provided. The former county policy also permits non-eligible students to ride school vehicles providing there is sufficient room and students congregate at existing stops. Presently approximately 500

students, throughout the region, access vehicles under this provision. These provisions can provide a false impression as to eligibility for transportation services.

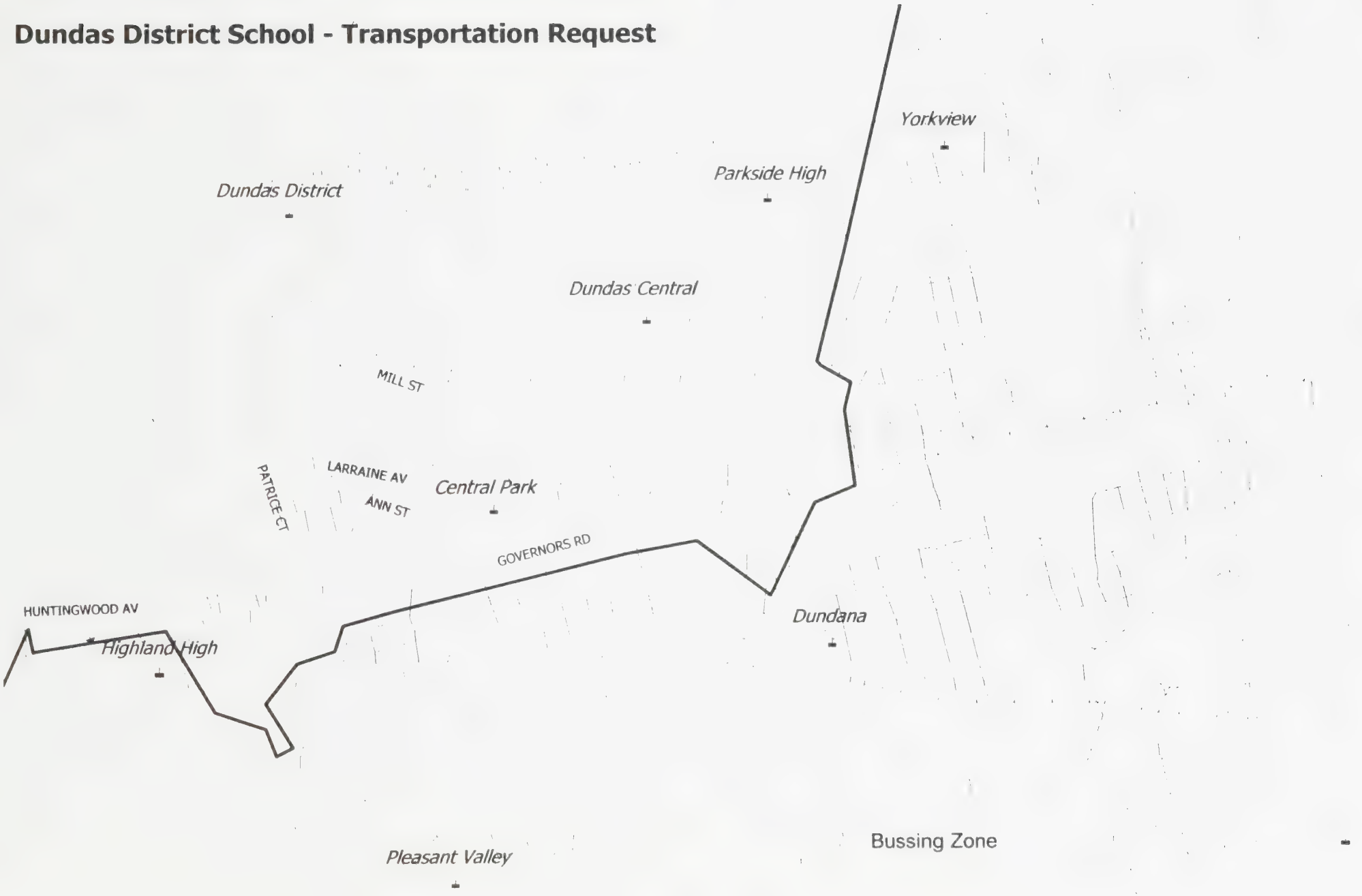
In order to accommodate the delegation's request, vehicles would need to be re-routed inside prescribed walking distances. This option would be inconsistent with present policy and as a system would create additional demand for more buses.

It is acknowledged that all students face risks as they travel to and from school. Students who walk should be advised by parents as to the safe routes to pursue to school. Also, during inclement weather, parents remain the best judge when exposing children to harsh conditions.

At the November Board meeting, a Transportation Committee was established. As a part of its mandate, transportation policies and procedures will be drafted for presentation to Board. Once approved, the Hamilton-Wentworth District School Board will operate under one set of regulations for the delivery of transportation services throughout the region. As such, perceived current inconsistencies between previous boards' operations in such areas as, walking distances, eligibility, safety, etc., will be eliminated. It is anticipated that implementation of the new policy will be effective for the 1999/2000 school year.

DS/dtg
12/01/98

Dundas District School - Transportation Request



#12

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 12 10

RE: **1999 Insurance Premiums**

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer proceed with the payment of 1999 liability insurance premiums to the Ontario Insurance School Board Exchange.

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer be authorized to secure insurance for property of every description, automobile, data processing, boiler, machinery and crime portfolios through Dalton Timmis Insurance Brokers.

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer proceed with a *"Request for Proposal"* for the purpose of securing insurance broker services on behalf of the Hamilton-Wentworth District School Board.

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer provide a report to Board on the results of the broker selection process.

RATIONALE:

Section 171(46) of the Education Act grants the authority to boards to *"provide for insurance against risks that may involve pecuniary loss or liability on the part of the board, and for paying premiums therefor"*.

In December 1997 a report was presented establishing insurance coverage for the newly amalgamated Hamilton-Wentworth District School Board. Resolutions were adopted which secured liability coverage through the Ontario School Board's Insurance Exchange (OSBIE) and the property portfolio was obtained through the general insurance market. This approach was consistent with the approach of both former boards.

Liability Portfolio

Resulting from enormous claims on the international insurance markets, in the 1980's, premiums were being pushed beyond what the market could bear. School Boards were finding that the general insurance market was no longer affordable nor were companies willing to assume the risk associated with boards. In an effort to retain coverage, School Boards started to band together out of necessity and opted for self-insurance. Through a joint venture, the Ontario School Boards' Insurance Exchange (OSBIE) was formed in 1987. Boards pooled their insurance funds to pay for losses occurring among those participating member boards.

Both former County and City Boards of Education joined the OSBIE reciprocal. In doing so, both boards committed, under contract, for a five year term. In 1998, as the boards amalgamated, OSBIE restructured existing contracts to coincide with the new organizations for the remaining term of the five year agreement. The Hamilton-Wentworth District School Board will be entering the third year of this contract. The renewal premium for 1999 of $421,773 represents approximately an 8% reduction in premiums. This is reflective of a positive loss ratio for the amalgamated board and overall provincial payouts by OSBIE.

General Insurance Market

The property portfolio consisting of property of every description, crime, data processing, automobile, boiler and machinery has remained highly competitive between OSBIE and private insurers.

Both former Boards opted to receive quotes from both markets and made recommendations accordingly. For 1998, the Hamilton-Wentworth District School Board renewed its property portfolio through insurance brokers who represented the private market. When dealing with the private market, contracts of insurance are for a one year period and have the flexibility of allowing a prorated cancellation prior to expiry. Unlike OSBIE, there is no risk associated with a retroactive assessment should large payouts from the industry drain available financial resources.

For the 1999 year, both OSBIE and the general insurance market was approached for quotations. Dalton Timmis Insurance brokers provided their service to solicit the general market for quotes at no cost to the Board. Exhibit A has been prepared to highlight the markets approached.

The instructions given to Dalton Timmis was to return quotes, net of any commission that the insurance companies would pay to brokers. Exhibit B has been prepared outlining the comparison of the annual quotations.

The general market has returned a quote that is being recommended for acceptance by the Board. The insurance companies representing this quote are among the largest companies in Canada and have serviced school boards for a number of years. Since the insurance companies pay a commission to the broker of record, it is being recommended that through a request for proposal the Hamilton-Wentworth District School Board will be able to appoint their broker. Both former boards have enjoyed different insurance brokerage services from R. D. Stevens and Dalton Timmis. The request for proposal for brokerage service will be presented through the newspaper with selection to be presented to Board for approval. Once selected, the broker will continue to provide service based on performance and determination of markets, i.e., general insurance market or OSBIE.

It has been determined that commissions paid to brokers may range. It is anticipated that once broker proposals are received, including fees and added service value, both the OSBIE quote and the market quote will be very competitive.

DS/dtg
12/04/98
attach.

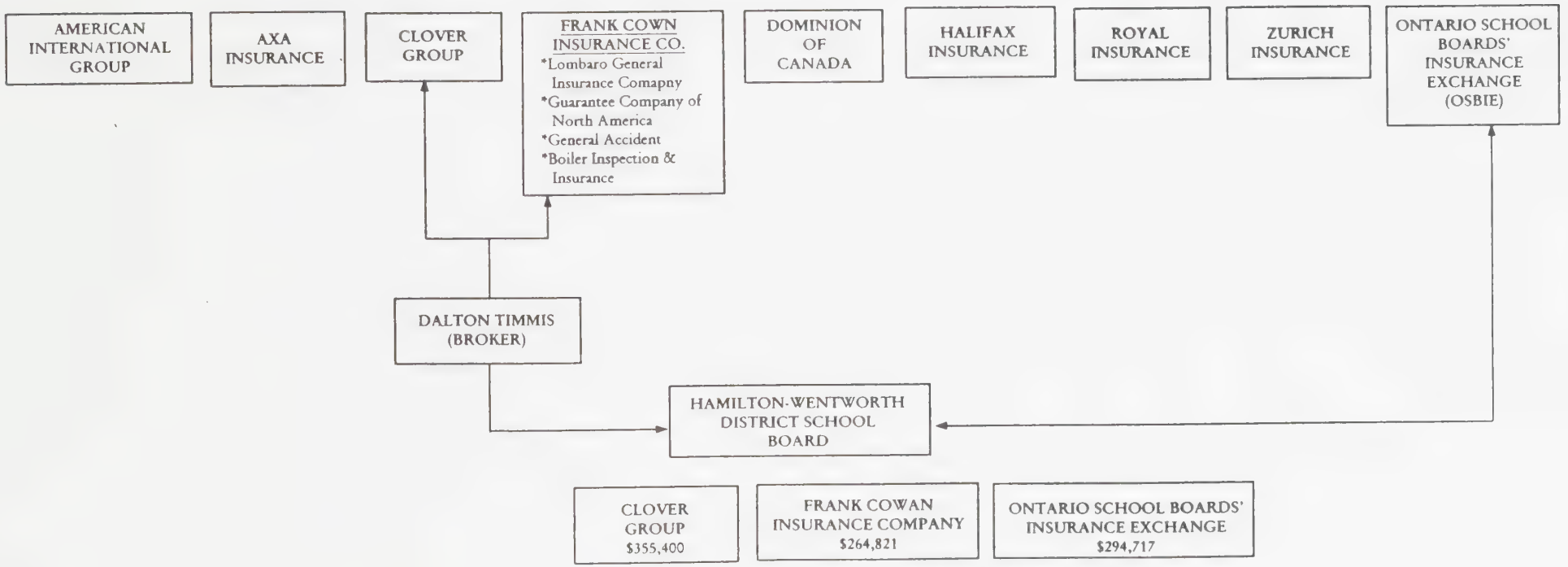
The Hamilton-Wentworth District School Board

Comparison of Annual Quotations

POLICY	1998 Premiums Amalgamated Board	1999 PREMIUM QUOTES			OSBIE Limits & Deductibles	Dalton Timmis Limits & Deductibles
		OSBIE	Dalton Timmis (less commission)	Clover Insurance Group		
LIABILITY INSURANCE			Quote not requested-		$15,000,000 limit	N/A
			OSBIE subscription			
Liability	434,975	401,689	period terminates			
Capital Guarantee Fund Contribution	43,498	20,084	December 31, 2001			
Total Premium	478,473	421,773				
AUTOMOBILE					$15 million limit School auto shop vans not covered	$15 million limit School auto shop vans covered for third party liability
Total Premium	28,053	29,955	23,150		$500 deductible	$500 deductible
PROPERTY					Limit of $500,000 on extra expense Covers damage to the building due to earthquake & flood.	$1 million extra expense Earthquake and flood excluded 60 day notice of cancellation required
Total Premium	344,193	241,238	220,000		$25,000 deductible	$25,000 deductible
CRIME					$1 million limit Includes computer fraud $500 deductible	$1 million limit Audit expense (sub-limit $100,000) No deductible
Total Premium	12,200	6,315	4,571			
DATA PROCESSING					CPU with a value of $50,000 or more must be under a maintenance agreement Subject to property policy deductible	All risk for damage or loss with earthquake and flood included
Premium		Included in Property Policy	Included in Property Policy			
Total Premium	1,824	0	0			$1,000 deductible
BOILER AND MACHINERY					Commercial Union is the insurer for OSBIE. We have had excellent past service from this firm. Inspections would continue as in the past.	Actual Cash Value basis for air conditioning units over 25 yrs. of age at Sir JA Macdonald and Ed Centre. Restriction would be removed if full dismantling inspection is carried out.
Total Premium	21,451	17,209	17,100			
Total Less Liability Premium	407,721	294,717	264,821	355,400	$5,000 deductible	$5,000 deductible
Total With Liability	886,194	716,490	686,594	777,173		

12-3

INSURANCE MARKET SURVEY FOR
PROPERTY, CRIME, DATA PROCESSING, BOILER AND MACHINERY, AUTOMOBILE



4-21

#13

The Hamilton-Wentworth District School Board

Memorandum

TO: Merv Matier,
Director of Education and Secretary

FROM: Don Grant,
Superintendent of Business and Treasurer
Lucy Veerman,
Manager of Budget

Subject: **School Budget Working Group Report**

Recommended Action:

Moved by: _____

That the report outlining the allocation of budgets to schools be received for information.

Rationale:

The Business & Finance Subcommittee of the Local Education Improvement Committee recommended that an ***advisory group with user representation review the process and rates for calculation of school budgets.***

The School Budget Working Group was established in March 1998, and is comprised of the following representatives:

Ken Bain	Superintendent of Education
John Deven	Secondary Principal - County
Ted Kocznur	Secondary Principal - City
Maxine Martineau (to be replaced by Doug Booth Dec/98)	Elementary Principal - City
Anne North	Elementary Principal - City
Diane Page	Elementary Principal - County
Diane Rankine	Financial Analyst - Budget Dept.
Lucy Veerman, Chair	Manager of Budget - Budget Dept.

The Working Group submitted a report outlining a series of interim recommendations to Executive Council in October 1998. These recommendations consist of the best practices of the former City and County Boards as well as processes for allocations based on the Funding Model. A copy of this report is attached for your information. We have also included a sample budget for an elementary and secondary school.

LV
1998 -12-10

School Budget Working Group
Interim Recommendations

RECOMMENDATIONS	RATIONALE
Summary	
• That best practices including those from the former Hamilton and Wentworth County Boards be combined to create Hamilton-Wentworth District School Board budget rates.	• Best practices provide a strong basis for decision making.
• That school budget rates/allocations be consistent and acceptable to all administrators; workable and equitable for all schools.	• Hamilton-Wentworth District School Board budget rates should reflect needs of all school communities in the system.
• That school budget allocations reflect the characteristics and specific needs of individual school communities.	• To develop a positive working relationship and provide equal opportunity growth amongst schools.
• That school budget rates/allocations be reviewed by school representatives and adjusted on a yearly basis to reflect current situations.	• Differentiated amounts of support reflected in school budgets equalize opportunities for schools to support student progress.
	• Change within the school community is addressed in a timely and efficient manner closest to the source.

13-1

School Budget Working Group
Interim Recommendations

2

RECOMMENDATIONS	RATIONALE
Summary (continued) • That the School Budget Working Group continue to meet in order to provide: a) Advice regarding school budgets, and b) A communication link between central office and schools. • That the School Budget Working Group identify the process for input/consultation into the 1999/2000 budget prior to 1998 12 31. • That current members of the School Budget Working Group continue as representatives of the committee until June, 1999.	• The School Budget Working Group recognizes that further review and consultation is required in order to ensure that dollars are allocated to the schools effectively and equitably. • To allow all stakeholders an opportunity to identify their needs for the 1999/2000 year, and identify the process for decision making. • Need for principals with interest and expertise to provide advice and recommendations on an ongoing basis. • To provide continuity in criteria expectations. • To provide a sound basis for decision making. • To deal with new information and unanswered issues.

13-2

School Budget Working Group

Interim Recommendations

RECOMMENDATIONS	RATIONALE
Funding Model - Classroom Expenditures **Textbooks, Learning Materials, Supplies and Serivces** **Method of Calculation** **Foundation Grant:** • **The budget be calculated based on the per pupil rate identified in the Foundation Grant. (Refer to App. A)** **1998/99 Per Pupil Rates — Elem — Sec** **Textbooks & Learning Materials — $75 — $100** **Classroom Supplies — $77 — $173** **Special Purpose Grants:** • **The budget for 1998/99 be calculated based on the percentage allocations included in the Board Profile prepared by the Ministry (March 24, 1998 release). (Refer to App. A.)** **Method of Allocation** • **That "classroom" designated money allocated to the schools be maximized.**	• **To ensure consistency with the allocations included in the Ministry Funding Model** • **Consistent with the percentage allocations included in the Funding Model** • **Schools know the needs on their learners needs and of their community.** • **Decisions should be made as close to the source of need as possible.** • **Accountability should lie with the principal.**

13-3

School Budget Working Group
Interim Recommendations

4

RECOMMENDATIONS	RATIONALE
Method of Allocation (Continued) • That the budget be allocated based on the following parameters: - Enrolment - Minimum per school allocation - Per pupil allocation - Per pupil differential for high cost programs - Service delivery/expenditures centrally provided NOTE: This only includes textbooks, learning materials, supplies and services. Professional development, supply teachers, office supplies and caretaking supplies will be addressed separately.	• To be fair and equitable to all schools, recognizing the diversity of the school population and programs.
Enrolment • That Average Daily Enrolment (ADE) be used in calculating the per pupil allocation for the Foundation Grant. ADE is calculated by multiplying October 31 enrolment by .5 and March 31 enrolment by .5. That school budgets be adjusted for October 31 and March 31 enrolment increases/decreases. These adjustments would be recorded in November and April and would be based on the School Reports submitted to the Ministry.	• Consistent with the manner in which funding is received from the Ministry • Corresponds with the enrolment numbers used for budget purposes

13-4

School Budget Working Group
Interim Recommendations

RECOMMENDATIONS	RATIONALE
Enrolment (continued)	
• That an amount of $100,000 (to be reviewed on a yearly basis) be reserved to minimize the impact of enrolment fluctuations at the school level.	• To minimize the impact of enrolment fluctuations on the school budgets.
• That any unused portion of this allocation to be distributed to the schools in April.	
Minimum Per School Allocation	
• That a minimum amount be allocated to each school. For 1998/99 this amount is recommended to be: - Elementary $ 5,000 per school - Secondary $ 15,000 per school	• To establish a minimum base amount per school. • Operational budgets of smaller schools may not be sufficient if they are calculated solely on enrolment.
Per Pupil Allocation	
• That the budget allocated to schools be based on one per pupil rate for the elementary panel and one per pupil rate for the secondary panel. These rates should be reviewed on an annual basis.	• To ensure a fair and equitable means of budget distribution amongst the schools. • To maintain consistency with the Funding Model.
• These allocations are to cover classroom expenditures incurred at the schools.	

13-5

School Budget Working Group
Interim Recommendations

6

RECOMMENDATIONS	RATIONALE
Per Pupil Differential For High Cost Programs	
• There are programs offered in the schools that have supply, equipment and repair costs that are significantly higher than other programs. Input received from the principals indicates that special consideration is required to support and maintain these programs. The Working Group, (in consultation with their user groups) spent a considerable amount of time attempting to identify and/or quantify these programs. Due to the subjectivity involved in identifying these programs, we recommend the following:	• To recognize additional costs of certain programs delivered at the various schools.
Elementary:	
• That a rate differential be added to the per pupil rate for grade 6, 7 and 8 pupils.	• To recognize the higher costs associated with middle school programs.
Secondary:	
• That a rate differential be added to the per pupil rate for technical programs.	• Technical credits represent approximately 10% of total credits offered, and are often the most costly courses at the secondary level. Dollars will be allocated to secondary schools based on the previous year's semester 1 and 2 technical credits.

13-6

School Budget Working Group
Interim Recommendations

RECOMMENDATIONS	RATIONALE
Service Delivery / Expenditures Provided Centrally	
In the past, both former boards provided services and/or incurred expenditures centrally on behalf of schools. The intent was to minimize unnecessary duplication of services and ensure optimum service delivery. The working group recognizes that additional review and consultation is required in this area in order to address the concerns of both the schools and centralized departments. Due to time constraints, this review has not been completed. Therefore, in the short-term, we are recommending the following:	• Schools are the primary target for Ministry grants. A "service model" for central allocations is consistent with the Ministry's desire to see site-based decision making and jurisdiction; increased role of school councils; and the government's commitment of increased allocations for the schools.
• That allocations in the previous year (annualized) for centralized service delivery and/or expenditures be used as the starting point in determining the 1998/99 allocations. This would include computer repairs, supplies and printing; communications such as telephone, cartage, and postage; athletics; curriculum services and supplies; other expenditures such as major equipment purchases, start up of new classes, enrolment adjustments, Cancopy, and other.	• To avoid duplication of services while ensuring optimum service delivery.
• That sub groups of the School Budget Working Group review each Budget component by December 31, 1998, including: • Method of current service delivery • Recommend future service delivery Recommend $ or % to remain in centralized component or reallocation to schools.	• To ensure ongoing review and communication of central allocations to support the schools. • To incorporate best practices in the service delivery.

School Budget Working Group

8

Interim Recommendations

RECOMMENDATIONS	RATIONALE
Surplus/Deficit Carryover	
• That Principals carry forward to the next fiscal year a maximum of 10% of interchangeable budget surpluses, and a maximum of 5% of interchangeable budget deficits for 2 consecutive years. (As approved at Board 1998 05 11, and subject to Ministry directives) (Note: Definition of interchangeable to be defined).	• Ability to pro-actively plan for multi-year projects. • Plan for larger/expensive expenditures. • Address individual school needs.
• That Surplus/Deficits carryovers greater than above maximum percentages be approved by Superintendents of Education and forwarded to Executive Council for consideration.	• Involvement in pro-active process. • Ability to address an individual school's needs.
Special Purpose Grants	
Early Learning Grant:	
• That the Early Learning Grant be allocated to K-3 ADE in County schools for 1998/99.	• To support alternative Early Learning Programs.
Language Grant:	
• That the Language grant be allocated to schools based on elementary enrolment and secondary credits, for core French, French Immersion, ESL and NSL.	• Allocations to the schools based on the manner in which the funds are received from the Ministry.

13-8

School Budget Working Group
Interim Recommendations

RECOMMENDATIONS	RATIONALE
Special Purpose Grants (Continued) **Learning Opportunities:** • That the Learning Opportunities grant be allocated as follows: - Robert Land/Parkdale, supplies for Community School Worker; - Secondary bursaries to be allocated based on formula to be determined by B. Bond and K. Waters in consultation with Secondary principals; - Per school amount for Elementary schools; - Per Vocational school/program - Balance to be allocated to former Compensatory Education schools, on a per pupil basis. • That a committee be established to develop "school profiles" based on social/economic factors in order to make recommendation to the School Budget Working Group to address the need for equity in the allocation of school funds. **Special Education:** • That the Special Education grant be allocated based on recommendations from the Special Education department.	• Recognizes that all schools have some students that are in need of special assistance. • Decision-making is with the principal at the school level. • Interim method of allocating funds. Ministry is currently reviewing this area and will provide direction for the 1999/2000 school year.

13-9

School Budget Working Group
Interim Recommendations

10

RECOMMENDATIONS	RATIONALE
Outstanding Issues For Review: • Personnel Training – Review to be completed in conjunction with the Staff Development Transition Committee • Allocable versus non-allocable budgets, bottom line monitoring of budgets, and budget flexibility • Use of revenue accounts • Other	

13-10

Hamilton-Wentworth District School Board
Summary of School Budgets

	ELEMENTARY			SECONDARY			TOTAL
Classroom Instruction							
Foundation Grant		Rates			Rates		
Textbooks & Classroom Supplies							
Per School	115	$ 5,000	575,000	19	$ 15,000	285,000	860,000
Per Alter Ed Program	1	$ 1,500	1,500	2	$ 1,500	3,000	4,500
Glenwood Program Maintenance			6,000			0	6,000
Per Average Daily Enrolment (ADE)	36,630.75	$ 88.00	3,223,506	18,370.75	$ 183.00	3,361,847	6,585,353
Per ADE (grades 6, 7 & 8)	12,120.50	$ 26.40	319,981			0	319,981
Per Technical Credit			0	12,491	$ 32.00	399,712	399,712
			4,125,987			**4,049,559**	**8,175,546**
Special Purpose Grants							
Early Learning Grant							
Textbooks and Classroom Supplies							
Per SK-3 ADE in non JK sites	4,492.75	5.55	**24,934**			**0**	**24,934**
Language Grant							
Textbooks and Classroom Supplies							
French as a Second Language (FSL)							
Per Grade 4-8 FSL enrolment	19,902	$ 27.80	553,276			0	
Per Core French Credit			0	5,585	$ 5.90	32,952	
French Immersion (FI)							
Per SK-8 FI enrolment	1,303	$ 36.75	47,885			0	
Per French Immersion Credit			0	1,089	$ 11.40	12,415	
Native as a Second Language (NSL)							
Per NSL enrolment	58	$ 69.10	4,008			0	
			605,169			**45,367**	**650,536**
Learning Opportunities Grant							
Textbooks and Classroom Supplies							
Per Elementary School	116	$ 500	58,000				58,000
Parkview & Mountain (per 680 ADE)						30,000	30,000
Per Saltfleet & Highland (per 1,908 ADE)						3,500	3,500
Balance to Compensatory Education Schools per ADE	5,549	$ 40.00	221,960				221,960
			279,960			**33,500**	**313,460**
Special Education Grant							
Textbooks and Classroom Supplies							
Balance to Allocate to Schools ◆			★			★	**122,155**
Non Classroom							
Foundation Grant							
General Supplies (Office/Administrative) ▲							
Per ADE	36,630.75	$ 5	**183,154**	18,370.75	$ 5	**91,854**	**275,008**
School Accommodation Grant							
Caretaking/Custodial Supplies ▲			★			★	**738,114**
TOTAL SCHOOL BUDGETS			**$ 5,219,204**			**$ 4,220,280**	**$ 10,299,753**

★ Amounts to be allocated based on recommendations from appropriate Superintendents

▲ Maximum to be spent - Classroom budgets may not be used to supplement Non-Classroom budgets per Ministry Funding Model.

◆ Minimum to be spent - Classroom budgets may be used to supplement Special Education budgets per Ministry Funding Model.

The Hamilton-Wentworth District School Board
1998 - 1999 Elementary School Budget
Sample Calculation

ENROLMENT SECTION:

Full-Time Enrolment (FTE):

Oct97:	438	K - 3:	236.50	FI:	0.00
Mar98:	430	6 - 8:	71.00	NSL:	0.00
ADE:	434	FSL:	200.00		

ADE = Average Daily Enrolment
FI = French Immersion
FSL = French as a second Language
NSL = Native as a second Language

	Rates	Amount
Foundation Grant:		
Per school:	$5,000.00	$ 5,000
Per ADE:	$88.00	38,192
Additional amount per 6 - 8 ADE:	$26.40	1,874
		45,066
Account Allocations:		
Textbooks (50% of Foundation Grant $)		**22,533**
Instructional Supplies - General (50% of Foundation Grant $)		**22,533**
General Supplies (per ADE):	$5.00	**2,170**
Staff Professional Development		**TBD**
Early Learning Grant		
Instructional Supplies - Early Learning (per K-3 ADE) (in non JK sites only)	$5.55	**1,313**
Languages Grant		
Instructional Supplies - Languages		
French as a Second Language (per FSL enrol.)	$27.80	**5,560**
French Immersion (per FI enrol.)	$36.75	**0**
Native as a Second Language (per NSL pupil)	$69.10	**0**
Learning Opportunities Grant		
Instructional Supplies - Learning Opp. (per school)	$500.00	**500**
Compensatory Education Schools (per ADE)	$40.00	**0**
Special Education Grant:		**TBD**
TOTAL 1998/99 SCHOOL BUDGET:		**$ 54,609**

TBD = to be determined

The Hamilton-Wentworth District School Board
1998 - 1999 Secondary School Budget
Sample Calculation

ENROLMENT SECTION:

Full-Time Enrolment (FTE):

Oct97:	1342.25
Mar98:	1279.75
ADE:	1311.00

Per Credit:

Technical Courses	608
Core French	403
French Immersion	782

ADE = Average Daily Enrolment

	Rates	Amount
Foundation Grant:		
Per school:	$15,000.00	$ 15,000
Per ADE:	$183.00	239,913
Per Technical Credit	$32.00	19,456
		274,369
Account Allocations:		
Textbooks (50% of Foundation Grant $)		137,185
Instructional Supplies - General (50% of Foundation Grant $)		137,184
General Supplies (per ADE):	$5.00	6,555
Staff Professional Development		TBD
Languages Grant:		
Instructional Supplies - Languages		
Core French (per credit)	$5.90	2,378
French Immersion (per credit)	$11.40	8,915
Learning Opportunities Grant:		
Instructional Supplies - Learning Opp.		TBD
Special Education Grant:		TBD
TOTAL 1998/99 SCHOOL BUDGET:		**$ 292,216**

TBD = to be determined

#14

TO: Merv Matier, Director of Education and Secretary

FROM: A. Cupido, P. Eng., Superintendent of Plant Services
D. O'Connor, P. Eng., Manager of Building Renewal and Construction

RE: School Facility Renewal Program

DATE: 1998 12 10

Recommended Action:

1. Moved by: _____ seconded by _____that the administration proceed with the implementation of the School Facility Renewal projects for the current year 1998-1999 as outlined in the report.

2. Moved by: _____ seconded by _____ that the administration proceed with the development of a comprehensive five-year Capital School Renewal Program and that a draft plan be presented to the May, 1999 Business Committee.

Background:

The Ministry of Education and Training has produced a student-focused funding model including pupil accommodation grants which provides funds for school renewal (major repairs and renovations). (see Appendix A)

Within the context of this model, the Ministry has proposed an accountability framework which outlines specific responsibilities for the Board as they related to school operations and school renewal. This proposed Accountability Framework is provided in Appendix B.

Specifically, item "A" - Long Term Plan (the second diamond), calls for a five-year forecast for renovations and repairs and a description of process used to identify and prioritize renovation/repair projects.

The following approach is proposed to ensure compliance with the Ministry's Accountability Framework:

(i) Develop a renewal plan for this current school year (1998-1999) by considering the current backlog of outstanding proposed projects.

(ii) Develop a five-year renewal plan for Board review in the spring of 1999 for implementation commencing September 1, 1999.

Current Year Renewal Plan

The Ancaster Senior Public School Asbestos Abatement Project, which is currently underway, is being funded from the School Facility Renewal allocation.

In addition to this project, there are numerous proposed major capital repairs or improvements that have been planned but never implemented due to scarce financial capital resources at both previous Boards. The sum total of these items exceeds the remaining 1998-1999 School Renewal funds.

The proposed major capital repairs or improvements are documented in the following reports and correspondence:

- 1994 Accommodation Report (The Board of Education for the City of Hamilton) including Capital Expenditure forecasts
- 1994 Accommodation Report (The Wentworth County Board of Education) including Capital Expenditure forecasts
- Current correspondence with Regulatory officials regarding Life Safety systems and environmental compliance
- Maintenance and Operations reports and correspondence summarized from the last several years

Hence, a summary of proposed renewal projects for the current school year are summarized and listed in the body of the report.

With reference to Appendix C, schools that are on the list for closure from the October 22, 1998 Accommodation Report or on the list for possible closure have not been included in the Current Year Renewal Plan. The exception is Mountain View School which requires asbestos removal and a Board motion confirms that action.

Each individual project will be planned, designed, tendered and brought back to the committee and the Board for approval.

Five-Year Renewal Plan

A proper five-year forecast requires that a recognized process be used to identify and prioritize the building renewal projects.

The following process is proposed:

(i) A review of all current documentation and correspondence that lists and itemizes proposed projects and specifically those projects not completed in the current year 1998-1999.

(ii) Utilization of the software program R.E.C.A.P.P. (Real Estate Capital Asset Priority Planning).

The Board currently owns this software and it forms part of the Energy and Water Reduction Program.

The R.E.C.A.P.P. Facility Renewal database management system allows effective forecasting of capital budgets in a prioritized manner as follows:

- Deferred maintenance back log is readily identified;
- Facility renewal and life cycle costs can be effectively analyzed;
- Each capital cost can be assigned a ranking, thereby ensuring top priorities are addressed each year;
- Capital budget forecasts can be mapped against available funding/financial resources.

(iii) The formation of a School Renewal Steering Committee to oversee the development of the five-year plan.

The committee may consist of:

- Superintendent of Plant Services
- Plant Services staff
- Principals (one elementary, one secondary)
- Superintendent of Education
- Trustee

The committee shall report back to the Business Committee at the May, 1999 meeting.

This time-frame allows for a thorough review and development of the five-year plan and provides for a confirmation of the new Ministry funding adjustments for school operations and building renewal.

GENERAL SUMMARY

School Renewal Fund Allocation	$5,683,464
Category/Project	
Ancaster Senior Public – Asbestos Abatement	$1,100,000
Grant Rebate	($ 202,274)
Major Renovation	$1,100,000
Roofing Replacement Program	$1,250,000
Barrier Free Accessibility	$ 190,738
Life Safety and Regulatory Compliance	$ 825,000
Electrical systems Program	$ 150,000
Asbestos Program	$ 300,000
Mechanical Systems Program	$ 480,000
Masonry repair Program	$ 140,000
Portable Classroom Program	$ 250,000
Asphalt and Concrete Program	$ 100,000
	$ 5,683,464

ANCASTER SENIOR PUBLIC – ASBESTOS ABATEMENT

ITEM	ORIGINAL ESTIMATED COST	ITEM	PROJECTED COST TO COMPLETE	
Asbestos Abatement, Mechanical Ductwork Electrical Systems Ceiling Restoration	$1,115,000	Low bid tender value	$789,090	(Actual)
Professional services including testing, monitoring moving	$150,000	. Moving and Relocation of Students	13,010	(Actual)
		. Architect	$50,000	(Actual)
		. Asbestos Consulting and Monitoring	$33,000	(Actual)
		. Site Preparation, Securing of Equipment and Decommissioning	$26,000	(Actual)
		. Building Permit	$8,500	(Actual)
		. Relocation back including set up and commissioning	$20,000	(Est.)
			$150,510	
Contingency @ 10%	$135,000	Contingency @ 8%	$85,000	(Est.)
			$1,024,600	
GST	$98,000	GST	$71,722	
	$1,498,000		$1,096,322	

MAJOR RENOVATION PROGRAM

The identified major renovations from the previous documentation that are not new structures or additions are:

Barton Secondary - Phase I, II, III proposed 1996 to 1998

Proposed for Current Year 1998-1999:

Barton Secondary – Phase 1 $1,100,000
(including preparation for future phases)

ROOFING

A comprehensive roofing repair and replacement program is essential for the long term integrity of our school buildings. Roofing remains one of the largest costs for building renewal.

The following roofs are proposed for 1998-1999:

Millgrove School – Gymnasium	$ 50,000
Queen Victoria – Partial Replacement	$ 80,000
Westwood – Partial Replacement	$ 190,000
Lawfield – Partial Replacement	$ 90,000
Sherwood Heights – Partial Replacement	$ 75,000
Viscount Montgomery	$ 75,000
Highland Secondary School – Library Roof	$ 75,000
Orchard Park Secondary School – Technical Wing Roof	$ 165,000
Green Acres	$ 60,000
Barton Secondary School	$ 260,000
Glendale Secondary School	$ 80,000
TOTAL ESTIMATED COST	$1,200,000
Roof Inspection Program	$ 50,000
	$1,250,000

ASBESTOS ABATEMENT

Sir Allan MacNab	$ 20,000
James MacDonald	$ 75,000
Barton	$ 40,000
Mountain View	$ 75,000
Unidentified Secondary (County)	$ 50,000
Disposal	$ 40,000
TOTAL	$ 300,000

BARRIER FREE ACCESSIBILITY

Westdale (carry over from 1998)	$ 41,000
Westmount (carry over from 1998)	$ 34,000
Unidentified (Accessability Pathways including County Schools)	$ 115,738
	$ 190,738

LIFE SAFETY AND REGULATORY COMPLIANCE

Buried Oil Tank Remediation	$ 400,000
Emergency Exit Lighting/Fire Alarm System Replacement	$ 300,000
P. A. System Replacements	$ 60,000
Dust Collector Systems – Westdale (carry over from 1998)	$ 65,000
	$ 825,000

ELECTRICAL SYSTEMS

Electrical Service Upgrades	$ 100,000
Security System Upgrades	$ 50,000
	$ 150,000

MECHANICAL SYSTEMS

Boiler Replacement	
Buchanan Park	$ 150,000
Lisgar	$ 120,000
Greensville	$ 130,000
	$ 400,000
HVAC Improvements	
Prince of Wales (Gymnasium)	$ 50,000
Boiler Inspection Program	$ 30,000
	$ 480,000

PORTABLES

Portable Relocations	$ 100,000
Portable Renovations	$ 100,000
Portable Demolition	$ 50,000
	$ 250,000

MASONRY REPAIRS

Westwood	$ 100,000
Millgrove	$ 20,000
Dalewood	$ 20,000
	$ 140,000

ASPHALT AND CONCRETE

Pauline Johnson	$ 30,000
Huntington Park	$ 70,000
	$ 100,000

mb

APPENDIX A

The Hamilton-Wentworth District School Board

1998/99 Budget

School Renewal

Revenue - Grant For School Renewal

1998/99 Allocation Per MET Funding Model.....$ 5,683,464

The grant for school renewal offsets the costs of repairing (costs in excess of $50,000) and renovating schools. The grant is calculated as follows:

Grant for School Renewal	=	Enrolment	x	Benchmark Area Requirement per Pupil	x	Benchmark Renewal Cost per Sq. Ft.

Benchmark Area Per Pupil : Elementary 100 sq. ft.
Secondary 130 sq. ft.

Benchmark Renewal Cost Per Sq. Ft.: $0.64 per sq. ft. schools < 20 yrs
$0.96 per sq. ft. schools > 20 yrs

Grants for School Renewal are to be placed in a Pupil Accommodation Reserve. This reserve is to be used solely to acquire new facilities to accommodate students and/or repair and/or renovate existing schools.

Funds not utilized within a fiscal year are to remain in the reserve for future years. The allocation establishes the minimum that each board must spend on this component.

Expenditures For School Renewal

1998/99 Budget For School Renewal.....$ 5,683,464

1998/99 Budget is based on the allocation per MET Funding Model. A process will be established to determine the capital items to be completed during the 1998/99 budget year.

Appendix B

Proposed Accountability Framework

The proposed accountability framework for the Pupil Accommodation Grants provided to boards includes the following components:

- An electronic school facilities inventory system to compile key data elements regarding each school (e.g. area, capacity, floor plans, site plans etc);
- A long-term plan to provide background information on current and projected enrolment levels in each board and describe activities related to pupil accommodation that the board is contemplating during the next five years;
- An annual report on school operations which would provide information to assess the relative efficiency and effectiveness of expenditures made for heating, lighting, and cleaning schools;
- An annual report on school renewal which would document improvements made to the board's schools during the past year;
- A report providing information regarding the design, construction and financing of each new school project.

The Pupil Accommodation Review Committee will make recommendations on the specifics of the proposed accountability framework.

A. Long-term Plan

- to be submitted every three years by each board before the end of May following each municipal election
- plan is to provide background information on current and projected enrolment levels and describe activities related to pupil accommodation that the board is contemplating during the next five years under the following headings:
  - Enrolment
  - New schools
  - Additions to existing schools
  - Renovations and repairs to existing schools
  - School Closures

1. Enrolment

- current enrolment levels for each school;
- projected enrolment levels for each school (including new schools) for each of the next five (ten) years;

- what factors will be considered in the decision to close a school
- what processes does the board plan to use to consult with parents and the community regarding possible school closures

B. **Annual Report on School Operations**

- report is to provide background information and information to assess the relative efficiency and effectiveness of expenditures made for heating, lighting, cleaning etc. for each school.
- information to be provided for each school:
  - area of site;
  - area of permanent school buildings;
  - area of temporary school buildings;
  - age of permanent school buildings;
  - age of temporary school buildings;
  - capacity of permanent school buildings;
  - capacity of temporary school buildings;
  - school enrolment;
  - utilization of school facilities by community groups such as:
    - child care centre;
    - after-four programming;
    - after hours use of gymnasium;
  - revenues received from community groups
  - heating
    - method of heating (gas; oil; electric; other)
    - annual costs
  - electricity usage
    - is facility air conditioned
    - annual electricity costs
  - cost of custodial services (incl. snow removal, lawn care, etc.)
    - salaries and benefits of board employees;
    - contracted services
  - customer satisfaction indicators
    - specific reporting requirements and recommendations regarding processes to compile this information to be developed by a working

group comprised of ministry and school board personnel

C. **Annual Report on School Renewal**

- to be submitted by each board before the end of May
- report is to provide background information and information regarding improvements made during the past year for each school
- Information to be provided for each school:
  - area of site;
  - area of permanent school buildings;
  - area of temporary school buildings;
  - age of permanent school buildings;
  - age of temporary school buildings;
  - capacity of permanent school buildings;
  - capacity of temporary school buildings;
  - school enrolment;
  - monitoring schedule for building systems;
  - major repairs to building mechanical systems during the past year
    - project description
    - cost
  - major repairs to external building fabric (roof; walls; glazing etc.) during the past year
    - project description
    - cost
  - major site work (playground; parking areas; landscaping) during the past year
    - project description
    - cost
  - major repairs/renovations to teaching areas (includes new furniture) during the past year
    - project description
    - cost
  - major repairs/renovations to non-teaching areas during the past year
    - project description
    - cost
  - general maintenance expenditures during the past year

- projects planned for the coming year

- customer satisfaction indicators
  - specific reporting requirements and recommendations regarding processes to compile this information to be developed by a working group comprised of ministry and school board personnel

D. **New Schools or Additions to Existing Schools**

- to be submitted by each board immediately after financial arrangements for the project have been finalized and prior to the beginning of building construction.

- report is to provide background information for each project, and information to assess the relative efficiency and effectiveness of the project design, construction, financing, etc. Information would be made available to other boards also planning new schools.

- information to be provided for each project:

  - location of school;

  - site plan;

  - floor plan;

  - artist's conception of building (to be replaced by photographs once project has been completed);

  - ownership arrangements

  - area of new building/addition

  - capacity of new building/addition

  - cost of new building/addition (information to be updated once project has been completed)
    - construction costs;
    - fees and other soft costs;
    - site development costs;
    - GST;
    - financing costs;

  - details of financing arrangements for the project (information to be updated once project has been completed)

14-14

APPENDIX C

LIST OF SCHOOLS FOR CLOSURE AND POTENTIAL CLOSURE

Schools shown in **bold** and underlined are on the list for closure from the October 22 Accommodation Report.

Schools * with an asterisk to the right are on the list for possible closure from the October 22 Accommodation Report.

Bennetto	A. M. Cunningham *	Adelaide Hoodless *	Ancaster Senior Public
Dalewood	Buchanan Park	**Allenby**	Balaclava
Eastmount Park *	Cardinal Heights	C. B. Stirling	Bellmore
Fernwood Park *	Centennial	Dr. J. Edgar Davey	Bell-Stone *
Huntington Park	**Central**	Earl Kitchener	Beverly Central *
Queensdale *	Chedoke	Fairfield *	Billy Green
Rosedale *	Elizabeth Bagshaw	George R. Allan	C. H. Bray
Seneca	George L. Armstrong	Gibson *	Central Park
Thornbrae *	Glen Echo	Glen Brae	**Central Public**
Viscount Montgomery	Helen Detwiler	Gordon Price	Collegiate Avenue *
W. H. Ballard	Hess Street	**Hillcrest**	Dr. John Seaton
Westwood	Highview	Hillsdale	Dundana
Woodward *	**King George**	**Holbrook**	Dundas District
	Lake Avenue	James MacDonald	Eastdale *
Barton	Lawfield	**Linden Park**	Fessenden
Sir Allan MacNab	Lincoln Alexander	**Lloyd George**	Flambourough Centre
Sir John A. MacDonald	Lisgar	Memorial	Glenwood *
Sir Winston Churchill	Mountview	Pauline Johnson	Grange
	Queen Victoria	**Peace Memorial**	Green Acres *
	Richard Beasley	Prince of Wales	Greensville
	Ridgemount *	Prince Phillip	Guy Brown
	Roxborough Park	Queen Mary	Highland
	Sherwood Heights	R. A. Riddell	Janet Lee
	Sir Isaac Brock	**Red Hill**	**Lynden**
	Sir Wilfrid Laurier	Robert Land *	Mary Hopkins
	Vern Ames	**Ryckman's Corners**	Memorial *
		Ryerson	Millgrove
	Mountain Secondary	**Sanford Avenue**	Mount Albion
	Westmount	Stinson Street *	Mount Hope
	Westdale	**Strathcona**	**Mountain View**
	Sherwood	**Tweedsmuir**	Orchard Park
		Westview	Parkside High *
	Education Centre		Parkwood *
		Briarwood	Pleasant Valley
		Delta	Queens's Rangers *
		~~George P. Vanier~~	R.L. Hyslop *
		Glendale	Rousseau
		Hill Park	Saltfleet
		Parkview	Sheffield *
		Scott Park	Spencer Valley
			Tapleytown *
		Crestwood	Waterdown High
			Winona
			Yorkview

15

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer

Re: **Update: Finance System**

Recommended Action:

Moved by: _____

That the update report regarding selection of a Finance system be received for information purposes.

Rationale:

The L.E.I.C. process identified three major systems that school boards utilize for administrative purposes: student administration, finance and human resources/payroll. The focus of this report is the selection of a finance information system. The system selected will have a significant impact on the effectiveness and efficiency of the administration of functions in the corporate and school offices related to general ledger, accounting, budgeting and purchasing. However, policy development is not involved in this process.

Attached are the following appendices related to this issue:

A Preliminary Action Plan
B Evaluation Team

Executive Council has reviewed and supports the attached preliminary action plan (Appendix A) to address the selection of this system. The request for proposal was issued on October 14, 1998 and 6 responses were received on or before November 2, 1998. Appendix B is a listing of the team evaluating the proposals.

The evaluation team is very busy assessing the proposals received by careful consideration of the written submissions, software presentations and site visits. The objective of the evaluation team is to bring forward a report recommending the preferred solution for trustees consideration in December, 1998.

DG/GdeJ
1998-12-08

attach.

Appendix A

The Hamilton-Wentworth District School Board

Financial Information System Action Plan

L.E.I.C.: Business and Finance Recommendations

Issue Identification	Recommendations	Rationale	Action Required
The two entities have different automated systems for processing and reporting of financial information.	Review needs of financial processing and reporting of the new board with a view of one automated system.	To update the methods used for processing and recording of receipts and disbursements.	
Selection of central computer major software applications: • Finance • Personnel/Payroll • Student Administration • Audio/Visual Booking	Computer Services staff provide assistance to system users in the software selection process.	Major system users need to take lead role in selection process. Computer Services expertise required in determination of application software. Note: Since platform decisions are contingent on software selection decisions, there is a need to resolve this issue as soon as possible.	Assist with software selection. Refer to LEIC: Business & Finance Committee Finance, Payroll, SIS, and Budget Reports Determine platform and operation system. Establish implementation team: ▸ plan critical path ▸ acquire hardware ▸ install hardware ▸ convert data ▸ train staff ▸ run parallel ▸ cut-over ▸ obtain necessary approvals Maintain operations
Software utilized in the payroll function must be determined.	Select software that provides a fully functional, integrated system that will address human resource management, payroll administration and cost accounting needs.	Maintain, monitor and enhance payroll services for the new board.	Review existing payroll and reporting capabilities of the two boards. Determine software that best meets the needs of the new board. Consider year 2000 compliance.

Issue Identification	Recommendations	Rationale	Action Required
Software utilized in the payroll function must be determined. (Cont.)			Software selection is contingent upon: • Organization structure • User requirements • Hardware/operating software technical considerations • Status of collective agreements • Ministry of Education Reporting requirements Develop implementation plan for the blending of payroll operations.

Ministry of Education and Training Approved Restructuring Project:

The Ministry of Education and Training has approved funding in the amount of $1,481,800. in order to establish an integrated financial information system. Financial systems typically provide the following functionality:

- General Ledger
- Budget
- Accounts Payable
- Purchasing
- Accounts Receivable
- Inventory
- Work Order

Major System Users: Superintendent of Business and Treasurer
Manager of Budget
Manager of Computer Services
Manager of Finance
Manager of Purchasing

Other Stakeholders: Superintendent of Plant Services
School Principal/Vice Principal (4 representatives)
School Clerical (2 representatives)

Action Plan

Complete by:

October 13, 1998	1.	Issue R.F.P.
November 6, 1998	2.	Short list solutions
December 4, 1998	3.	Evaluate solutions - Other stakeholders to be involved at this stage.
	4.	Prepare report and recommended action for Board consideration.
December 10, 1998		Business Committee
December 17, 1998		Board Report to include implementation plan and full costing details.
September 1, 1999	5.	Implementation target, subject to resources applied to the project.

Appendix B

The Hamilton-Wentworth District School Board

F.I.S. Evaluation Team

Major Stakeholders

Don Grant	Superintendent of Business
Lucy Veerman	Manager of Budget
Len Dixon	Manager of Computer Services
Bud Rudyk	Manager of Computer Services (Jan. 1/99)
Irene Polidori	Manager of Finance
Michael Burjaw	Manager of Purchasing

Other Stakeholders

Tony Cupido	Superintendent of Plant Services
Mike Rehill	Vice Principal, Secondary
John Deven	Principal, Secondary
David Lacombe	Principal, Elementary
Klara Owen	Vice Principal, Elementary
Val Jas	School Clerical, Elementary
Ann Hunter	School Clerical, Secondary

#16

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer

Re: **Update: Human Resources/Payroll System**

Recommended Action:

Moved by: _____

That the update report regarding selection of a Human Resources/Payroll system be received for information purposes.

Rationale:

The L.E.I.C. process identified three major systems that school boards utilize for administrative purposes: student administration, finance and human resources/payroll. The focus of this report is the selection of an human resources/payroll information system. The system selected will have a significant impact on the effectiveness and efficiency of the administration of functions related to personnel and payroll. However, policy development is not involved in this process.

Attached are the following appendices related to this issue:

A Preliminary Action Plan
B Evaluation Team
C Leading Edge Payroll Applications brochure

Executive Council has reviewed and supports the attached preliminary action plan (Appendix A) to address the selection of this system. The request for proposal was issued on October 14, 1998 and 7 responses were received on or before November 2, 1998. Appendix B is a listing of the team evaluating the proposals. In order to assist in the tremendous effort required to generate a proper assessment within a constrained time frame, the consulting firm of Leading Edge Payroll Applications has been engaged. Attached is a copy of this firm's brochure providing background information on the expertise they are able to bring to this process.

The evaluation team is very busy assessing the proposals received by careful consideration of the written submissions, software presentations and site visits. The objective of the evaluation team is to bring forward a report recommending the preferred solution for trustees consideration in December, 1998.

DG/GdeJ
1998-12-08

attach.

Appendix A

The Hamilton-Wentworth District School Board

H.R./Payroll System
Action Plan

L.E.I.C.: Business and Finance Recommendations

Issue Identification	Recommendations	Rationale	Action Required
Selection of central computer major software applications: • Finance • Personnel/Payroll • Student Administration • Audio/Visual Booking	Computer Services staff provide assistance to system users in the software selection process.	Major system users need to take lead role in selection process. Computer Services expertise required in determination of application software. Note: Since platform decisions are contingent on software selection decisions, there is a need to resolve this issue as soon as possible.	Assist with software selection. Refer to LEIC: Business & Finance Committee Finance, Payroll, SIS, and Budget Reports Determine platform and operation system. Establish implementation team: ▸ plan critical path ▸ acquire hardware ▸ install hardware ▸ convert data ▸ train staff ▸ run parallel ▸ cut-over ▸ obtain necessary approvals Maintain operations
Software utilized in the payroll function must be determined.	Select software that provides a fully functional, integrated system that will address human resource management, payroll administration and cost accounting needs.	Maintain, monitor and enhance payroll services for the new board.	Review existing payroll and reporting capabilities of the two boards. Determine software that best meets the needs of the new board. Consider year 2000 compliance.

Issue Identification	Recommendations	Rationale	Action Required
Software utilized in the payroll function must be determined. (Cont.)			Software selection is contingent upon: • Organization structure • User requirements • Hardware/operating software technical considerations • Status of collective agreements • Ministry of Education Reporting requirements Develop implementation plan for the blending of payroll operations.

Ministry of Education and Training Approved Restructuring Project:

The Ministry of Education and Training has approved funding in the amount of $638,200. in order to establish an integrated human resources and payroll system.

Major Stakeholders: Superintendent of Business and Treasurer
Manager of Budget
Manager of Computer Services
Manager of Finance
Manager of Human Resources

Other Stakeholders: School Principal/Vice Principal (4 representatives)
Staffing Superintendents

Action Plan

Complete by:

October 13, 1998	1.	Issue R.F.P.
November 6, 1998	2.	Short list solutions
December 4, 1998	3.	Evaluate solutions - Other stakeholders to be involved at this stage.
	4.	Prepare report and recommended action for Board consideration.
December 10, 1998		Business Committee
December 17, 1998		Board Report to include implementation plan and full costing details.
September 1, 1999	5.	Implementation target, subject to resources applied to the project.

Appendix B

The Hamilton-Wentworth District School Board

HR/Payroll Evaluation Team

Major Stakeholders

Don Grant	Superintendent of Business
Lucy Veerman	Manager of Budget
Len Dixon	Manager of Computer Services
Bud Rudyk	Manager of Computer Services (Jan. 1/99)
Irene Polidori	Manager of Finance
Debbie Russon	Manager of Human Resources

Other Stakeholders

Dorte Deans	Vice Principal, Secondary
Lee Currie	Principal, Secondary
Diana Furry	Principal, Elementary
Cathy Scott	Vice Principal, Elementary
Ken Bain	Superintendent of Education (Elementary Staffing)
Ken Waters	Superintendent of Education (Secondary Staffing)



You're Not Alone.

Some of the Organizations We Have Worked With

AgriCorp
Alberta Alcohol and Drug Addiction Commission
BC Rail
Brewer's Retail
Canadian ADP
Canadian Pacific Railway
Comcheq
Crown Life Insurance
Fletcher Challenge Canada
Ford Motor Company of Canada
Halifax Insurance Co.
Hamilton Board of Education
Human Resources Development Canada
ICI Paints Inc.
Kraft Canada Inc.
NAV CANADA
Revenue Canada Taxation
Royal Bank of Canada
SAP Canada Inc.
Sherritt International
Simpson Industries Inc.
The Oshawa Group Limited
Wrigley Canada Inc.

Why Clients Choose LeadingEdge.

- The only multidimensional payroll applications firm in Canada - no other consulting firm specializes in Canadian payroll matters.
- Recognized as leading experts by the payroll community and government - we understand the payroll challenges and have the ability to achieve objectives quickly.
- Proven track record - we deliver value and quality results - we know how to resolve issues in ways that are innovative, focused and sound.
- Unparalleled payroll knowledge and expertise - we know the payroll business inside-out - we've learned first-hand what works and what doesn't - and most importantly, why! Our staff has worked in the trenches and from the command posts.
- Small firm by choice - we are totally dedicated to action, quality, service excellence and client satisfaction.
- Low overhead means our clients are getting true value for the dollars being spent - we are known for producing measurable results.

HEAD OFFICE
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Fax: (905) 829-3238

WESTERN CANADA
1111 West Hastings Street, Suite 808
Vancouver, BC V6E 2J3
Tel: (604) 895-3260
Fax: (604) 895-3279

When It Comes To Payroll Problems...



You're Not Alone.



Ian J. Mise

Founder & President of LeadingEdge Payroll Applications Inc.

Ian J. Mise, *LeadingEdge's founder and President*, has 17 years payroll experience, both as a senior practitioner and industry leader. Prior to establishing LeadingEdge, Ian was President of The Canadian Payroll Association (CPA) from 1993 to 1996. He is a frequent speaker and presenter of numerous payroll topics throughout Canada and the United States. He is considered by many as the foremost expert on Canadian payroll matters and is recognized as a keen advocate on promoting more efficient payroll practices. During 1993-1995, he represented the business community as the co-chair of the task force, sponsored by Human Resources Development Canada, that was mandated to re-engineer the employment history reporting system (ROE) in Canada.

Over the years, he has had numerous publishing credits. In addition, he has held senior editorial roles with major Canadian publishers, having served as the Editor of "The Canadian Payroll Manual" and as founding Editor of "The Canadian Payroll Manager" newsletter. Currently, he publishes his own payroll management news service, entitled *Payroll Alert*™

A Team of Specialists

Our team of specialists are proven professionals with extensive "hands-on" experience dealing with all types of payroll issues, compliance problems and different operating software and systems.



APPENDIX A

What We Have To Offer

Consulting Services

With our unparalleled payroll experience, we can assess payroll practices and provide thorough comparisons to several viable and cost-effective business alternatives. We find ways to strengthen the payroll position within organizations. We work with our clients to design and implement streamlined and integrated processes. We also tailor improvements that will increase payroll productivity, enhance controls and eliminate costly manual exercises. We are known to question assumptions and to take a thorough and unbiased look at all possibilities. We will also challenge the adage that "technology will cure all ills."



At LeadingEdge's Payroll Learning Institute, the emphasis is on "hands-on exercises and practical workshops".

Training and Education

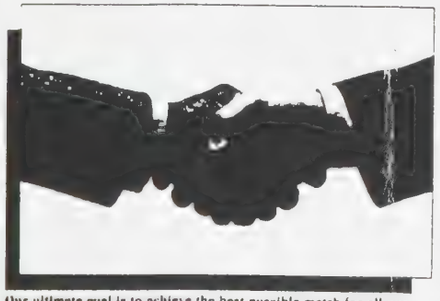
With our highly skilled instructors and exceptional training services, we provide flexible training i) at our in-house training centre, the *Payroll Learning Institute*, ii) through a wide array of scheduled training sessions, seminars and educational conferences throughout the country, or iii) right at your place of business. All of our programs are based on structured learning objectives. In our training sessions, the emphasis is on hands-on exercises and practical workshops. The educational conferences and seminars are more cognitive or thought-oriented in nature, with the focus on increasing knowledge, comprehension and payroll compliance.

Payroll Alert™ More Than The Facts

Payroll Alert™, LeadingEdge's news service, has been identified as the leading authority on Canadian payroll matters. It goes behind the scenes and provides authoritative answers and insight into the real tough questions and issues facing the payroll community today. And knowing the real importance of obtaining 'the right information right away', subscribers have the option of receiving, at no extra cost, their Payroll Alert™ news service electronically through our distributed e-mail network. Payroll Alert™ subscribers stay on top of breaking payroll news. When it comes to payroll compliance, *it pays to be on the alert.*



The Payroll Employment Network



Our ultimate goal is to achieve the best possible match for all our clients.

Finding the right people to handle a company's payroll requirements can be an arduous task. The Payroll Employment Network allows both companies and practitioners to match the right payroll candidate to the right payroll position - anywhere in Canada.

Practitioners list their resumes on The Payroll Employment Network at no cost, while employers from coast-to-coast solicit these candidates for full-time, part-time and temporary payroll staffing requirements.

For employers, not only does LeadingEdge offer a supply of qualified candidates, but we can also assist employers with candidate screening, interviewing, skills assessment, reference checking and final selection.

We're LeadingEdge

LEADINGEDGE
PAYROLL APPLICATIONS INC.

At LeadingEdge Payroll Applications Inc., we assist organizations who are faced with the everchanging management of payroll and human resources.

We offer a comprehensive suite of services which includes specialized payroll consulting, training and education, a monthly newsletter service entitled *Payroll Alert™*, and employment and staffing services.

What differentiates us from other organizations is our team of proven and dedicated payroll experts - experts because we know the payroll business inside-out. We've worked in the payroll trenches and we've worked from the command posts. We've learned first hand what works and what doesn't - and most importantly, why!

Why Working With Us... Can Work For You.



Businesses in the 90's are facing increasing pressures to improve performance, profits and overall productivity. Domestic and global competition is redefining how business is conducted. Ever-changing technology is altering delivery methods and product life cycles. Governments at all levels continue to change taxation and employment laws. Information management has become increasingly complex.

LeadingEdge provides its clients and strategic partners with the much-needed expertise required to deal with these complex situations. Clients may simply call upon us for the exact help, consulting services or training needed, and only when it is required. Flexibility is a key component of the LeadingEdge philosophy. The bottom-line is to deliver the products or services expected, in the medium or location chosen, and with proven results that demonstrate outstanding value for the dollars being spent. With the most reliable and current resources at your fingertips, you can be assured that your decisions are not costing your organization thousands of dollars in non-compliance penalties.



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Web Site: www.leadingedge-payroll.com

SUMMARY OF CONSULTING SERVICES

We provide proven payroll expertise and know-how.....

- Unbiased opinion on various processing methods and tools (including an "outsourcing" versus "in-house" assessment)
- Assistance with vendor selection (RFP, Analysis, etc.)
- Technical coordination between interfaced systems and solutions
- External expert advice and support with payroll software development – specifications, testing, training and documentation
- Short-term assistance to changing payroll organizations – on-site training and ongoing coaching/development
- Payroll recruitment and staffing services – "The Payroll Employment Network"
- Recommend viable organization structures (organizational effectiveness)
- Review of "best practices" - a summary comparison to existing processes and practices - assessment, integration and delivery
- Payroll Benchmarking to comparable organizations
- Complexity Rating Report - what are the payroll cost drivers?
- Payroll Compliance Assessment - Taxable benefits, independent contractors, employment standards, expatriates, etc.
- Development and communication of payroll procedures, policies and legislative changes

We can lead or co-lead a full re-engineering engagement.....

- Full re-engineering project services include:
  - Examine realities and opportunities
  - Establishing change team and guiding leadership coalition
  - Creating and Communicating a Vision
  - Examination of "as-is" model - costing, activity analysis, etc.
  - Implementation of immediate improvements - "quick hits"
  - Identification of longer-term process changes ($ savings)
  - Consolidation of systems, people, structure and policies
  - Development of implementation plans
  - Communication and Action Plans! Articulating the connections!

SUMMARY OF RATES

We are the only "true" payroll consulting firm in Canada.
We offer unparalleled payroll knowledge and expertise.
We offer very competitive rates.

We offer our clients two pricing options:

- ***A fixed-fee for services/deliverables provided, dependent on the agreed-upon scope of the undertaking and the required deliverables. Our stated policy is not to go back to a client requesting additional funds. We spend the time up front, fully understanding the scope of the work required, and standing by our fixed-fee price quote.***

- ***An hourly-based fee, assessed on the actual recorded hours spent on the undertaking. A firm estimate of hours is provided at the outset of the engagement and the client is kept apprised regularly of the actual hours worked versus the estimated hours. Our hourly rates range between $150 to $275, depending on the LeadingEdge employee assigned to the undertaking. (Note: As part of LeadingEdge's investment towards establishing long-term relationships with clients, LeadingEdge does offer discounted rates. We also offer further discounts to charitable agencies and non-profit organizations.)***

When it comes to Payroll Problems...You're Not Alone.

Here's What We Have To Offer

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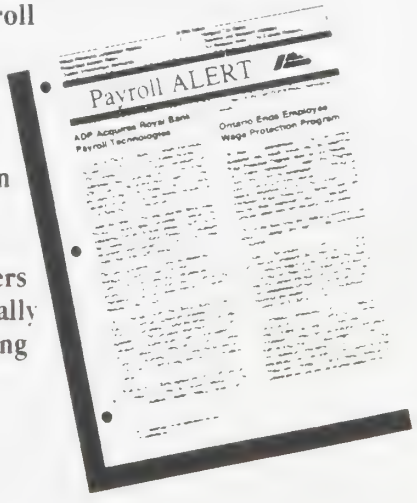


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VOLUME 3, No. 1 EDITOR: IAN J. MISE November 26, 1998

Payroll ALERT

THE AUTHORITATIVE NEWSLETTER FOR PAYROLL INFORMATION

Priority for Source Deductions Clarified

Revenue Canada, through a draft release of the January *Payroll Deductions Formulas for Computer Programs* (T4127), has issued new instructions to software developers for situations in which the source deductions otherwise required exceed the available cash earnings. This might arise for employees who receive tips and have to declare these to employers under the Québec *Taxation Act*. For example, an employee who has $200 in base weekly pay, but declares $600 in tips, would not normally have enough base pay to cover all the statutory source deductions required. For employees in the hotel and hospitality industries in the Province of Québec, this situation would trigger the new source deduction logic proposed by Revenue Canada.

Prior to these new rules, it was not clear how employers should respond to situations where actual cash payments were not enough to cover the source deductions otherwise required. These situations are referred to as creating negative net pay. One option in these situations is to process the full amount of the required statutory source deductions. Such negative nets are balanced by an accounts receivable entry against the employee, to be recovered from subsequent pay. For example, this might arise for an employee who enjoyed taxable benefits, such as the use of an employer's automobile, but no cash earnings during a maternity or parental leave.

Another option is to reduce the statutory source deductions otherwise required to the point that net pay becomes zero. In practice, this option requires establishing a priority for taking source deductions. While on the one hand, this option recognizes the simple fact that employee deductions can only be made from available cash earnings, on the other hand there has been little legislative support for such prioritization. An employer has been required to withhold income tax and deduct CPP and EI from employees in effect simultaneously – there has been no priority in law that would permit an employer to favour one source deduction over the other.

The new rules outlined in the draft January 1999 issue of T4127 are meant to provide priorities for making source deductions. These rules instruct software developers, and employers, on the priority for taking federal income tax, EI and CPP source deductions – for Québec hotel and restaurant employees only. This guide can be found at the following Revenue Canada Internet site - http://www.rc.gc.ca/~dwdrink/wqtipe.html. When reviewing this guide, the following points should be kept in mind. These new rules may require that the source deduction withholdings be performed recursively. There are differences between the tip income used for federal and Québec purposes. Only the actual tips declared by employees are subject to federal income tax and Employment Insurance, while Québec source deductions apply to both declared and deemed tips. There appear to be some difference between the source deduction priorities established by Revenue Canada and those for Revenu Québec. The Revenue Canada rules make no reference to union dues, but these are covered in the underlying Québec legislation. Finally, the impact of lowering QPP contributions has not been fully explained to date. For example, how will Revenu Québec validate QPP contributions on the RL-1 when the amount of these may have been lowered because of negative net pay situations? Will employers be responsible for the difference at year-end? Pending the release of the 1999 Québec employers guide, answers to these questions are not yet available. We'll keep readers posted within future issues.

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CPP and QPP Amounts Released for 1999

Revenue Canada and Revenu Québec have confirmed the following amounts as applicable to CPP and QPP contributions for 1999:

Year's Maximum Pensionable Earnings	$37,400
Year's Basic Exemption	$3,500
Maximum Contributory Earnings	$33,900
1999 Contribution Rate for Employees and Employers	3.5%
1999 Maximum Contribution	$1,186.50

RRSP Deadline Extended for PAR Reporting

Measures to extend, to March 31, 1999, the reporting deadline for Pension Adjustment Reversal (PAR) reporting for employees who terminated in 1997 or 1998 were recently announced in a joint news release by Finance Minister, Paul Martin and National Revenue Minister, Herb Dhaliwal.

Other measures announced include extending the RRSP contribution deadline to April 30, 1999 for individuals for which a PAR is reportable. The extension only applies to individuals whose RRSP contribution room has been restored because of a PAR; the normal RRSP deadline of March 1, 1999 remains unchanged for all other individuals.

Registered Pension Plan administrators and DPSP trustees will be responsible for advising individuals of the extension when they issue T10 slips, the form used to report the Pension Adjustment Reversal. In addition, PARs for terminations that occur in the first two quarters of 1999 will be required by September 30, 1999, and for terminations in the fourth quarter, before February of the following year.

HRDC Work Sharing Programs

Anyone who reads a newspaper today is aware of world-wide economic uncertainty and volatility, particularly in Asia, Russia and Latin America. These economic conditions have had an impact on Canadian employers, as the export price for many resource-based commodities has dropped in the face of declining demand, particularly in Asia. For an employer facing such difficulties, one response to these conditions may be group termination or lay-off of employees.

Any employer in this situation should consider participation in Human Resources Development Canada's (HRDC) work-sharing program. A work-sharing program is a project in which full-time employees continue to work, but not on a full-time basis, and collect Employment Insurance (EI) benefits for the days for which no work is available from the employer. The objective of the plan is to avert the permanent lay-off of some of the company's full-time employees.

Employer and Employees Must Satisfy Mandatory Requirements

To participate in HRDC's Work-sharing project, the company as well as the employees must meet certain criteria, such as:

- the company has to have been established and fully operational for at least 2 years;
- the employer must be able to verify that the shortage of work situation is temporary and ensure that a bona fide recovery plan is in place. In addition, the employer must be able to demonstrate that without approval of the plan, between 20% and 60% of their full-time employees would be laid-off;
- the employer must pay the employees for the days or shifts worked during the week and must continue to maintain all company benefits during the work-sharing arrangement;
- the reduction in the normal work-week hours or shifts must average at least 20% over the expected duration of the work shortage. The maximum reduction allowed under the program

is 60% of the normal work-week hours or shifts, averaged over the work shortage period. The projected work shortage must be between 6 and 26 weeks.

- the affected individuals must be permanent, full-time employees. They must work in a position which has been staffed on a full-time basis for at least 2 years and have worked at least the number of hours required in their geographical area to qualify for EI benefits; and
- the employer must advise all employees of the intention to participate in the work-sharing project and identify which employees will be prevented from being laid-off should the company's application be approved.

Reason for Work-Shortage Must Be Valid

In most cases, the cause of the temporary work-shortage must be beyond the employer's control, such as the unavailability of raw materials, a lost, broken or delayed contract, unforeseen shifts in market conditions or disingenuous competition. In addition, an extreme act of God may be an acceptable cause for a temporary work-shortage, however, circumstances within the employer's control such as a labour dispute or lack of sufficient operating capital, will not be accepted as a valid reason for participating in the work-sharing program.

Affected Employees to Receive EI Benefits

Upon approval of the application to participate in the work-sharing project, employees for whom no work is available for at least one-fifth of their normal work-week or shift may be entitled to collect EI benefits. Employees may claim EI benefits for the remaining number of days in the normal work-week or shift, up to a maximum of three days. However, EI benefits will not be available to employees who did not work at all during the week, regardless of the reason.

Employers' Recovery Plan is Key to Approval

One of the critical components considered by HRDC upon receipt of the application deals with the viability of the employer's recovery plan. The employer must have a realistic and systematic recovery plan in place and be able to illustrate their intention to restore operations to full functionality.

The recovery plan must include the company's current marketing/promotional activities and strategies intended to improve or expand existing markets. The employer must be able to identify other measures they intend to adopt, such as introducing new technology or producing a more diversified product line. Realistic projected results and expected time-frames must be provided to HRDC.

Employees Must Sign Application Form

Both union and non-union employees are entitled to participate in the program. However, each non-union employee who will be affected by the work-shortage must complete and sign a specific section of the application form. By signing, they are agreeing to participate in the program in order to prevent the lay-off of some employees. Those employees, who are likely to be laid-off, should the application not be approved, must also be identified with an asterisk.

Employees who are members of a collective bargaining unit do not have to complete and sign the form, however, their union representative is responsible for completing the form and advising all employees which members of the collective bargaining unit may ultimately be laid-off.

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Recent Decisions and Court Cases

The Supreme Court of Canada recently heard two cases dealing with the definition of lay-off as related to part-time employees. Both cases relate to Saskatchewan employees who complained of their treatment to an arbitration board, constituted under *The Trade Union Act* of Saskatchewan.

In the first case, Canada Safeway Ltd. v. Retail, Wholesale and Department Store Union, Local 454 and Hardy, the employee worked regular part-time hours in both the deli and meat departments of a Saskatchewan Safeway store. The employee's regularly scheduled hours averaged 37 per week. Under its collective agreement, the employer was required to post a schedule of hours for part-time employee, applicable to the following week, every Thursday. Over time, the employer reduced the employee's scheduled hours from 37 down to 4 hours per week. However, the actual hours of work were not reduced. In effect, the employer converted scheduled hours to call-in hours. As a result, the arbitration board concluded that the employer was trying to circumvent the scheduling provisions of the collective agreement.

In the second case, Battlefords and District Co-operatives Ltd. v. Retail, Wholesale and Department Store Union, Local 544, the employee worked regular part time hours in the bakery department of a co-operative grocery store. The bakery department was running at a loss and the employer wished to merge bakery sales into the deli department. Because of this merger, the employee's hours were reduced from an average of 30 to 35 hours per week down to an average of 13 hours per week. This reduction took place in the context of deli workers, with less seniority, being given work that was previously done in the bakery department. The employee requested but was refused a transfer to the deli department to perform this work. As a consequence, the employee complained to the Labour Relations Board of a partial lay-off and claimed seniority rights under the collective agreement.

In both cases the arbitration boards ruled that there had been a lay-off and that the seniority provisions of the collective agreements applied. Both cases ended up in the Saskatchewan courts, initially at the Court of Queen's Bench and then in the Court of Appeal. From there, the Supreme Court of Canada heard both cases.

While both cases relate to what constitutes a lay-off for part-time employees, what was before the Supreme Court of Canada was really a narrow, legal issue. This issue was whether or not there could be an appeal from the exclusive jurisdiction of an arbitration board to hear complaints surrounding the collective agreements concerned. The whole purpose of trade union, or labour relations, legislation is to place these disputes within the confines of an administrative tribunal, such as an arbitration board, where disputes could be resolved on a less formal basis than through the court system. Since these administrative tribunals or arbitration boards have exclusive jurisdiction over collective agreement interpretation, the grounds for a challenge through the court system are fairly narrow. In effect, the Supreme Court was ruling on whether or not these arbitration board decisions were subject to legal review. The basis for making these decisions, as used by the Supreme Court, is whether or not these arbitration board decisions were "patently unreasonable". In other words, the role of the Supreme Court was not so much to resolve these disputes on the merits of each case – that is the exclusive role of the arbitration board. The Supreme Court was not reviewing whether or not the arbitration board decisions were right or wrong, but whether they were so unreasonable as to be turned over.

While both cases were similar, they were not completely identical. In the Canada Safeway case, the employee's actual hours of worked were not reduced – only the scheduled hours were reduced. In the Battlefords case, the employee's actual work hours were reduced. The Supreme Court relied on this distinction in deciding that that Canada Safeway arbitration decision was "patently unreasonable", but the Battlefords was not.

What does all this mean for employers? The main point to note is that in neither case was the term lay-off defined in the collective agreement concerned. Clearly, to avoid the frustration, uncertainty and expense of court cases such as the above, the term lay-off should be defined expressly in all collective agreements, particularly as this relates to part-time

employees. Should the scheduled hours of such employees be reduced, the collective agreement should be clear on what recourse, if any, is available to the employees affected.

Employers should note that the topics raised in this article only apply to employees covered by collective agreements. Where there is no collective agreement, the terms of the employment standards concerned usually apply. For example, *The Labour Standards Act* in Saskatchewan defines lay-off as 6 consecutive, calendar days without work. Under this *Act*, employers are required to give workers notice of a lay-off, or provide wages in lieu of notice, where an employee has at least 13 weeks of consecutive service.

Taxable Benefits - A Review of the Grey Areas

Year-end is fast approaching and now is the time to start reviewing your payroll records for accuracy, compliance and completeness, all of which should include an in-depth analysis of taxable benefits.

During this review – of both actual payroll calculations to date and the related reporting requirements – you may encounter "grey areas", that is, where the legislation dealing with taxable benefits is not clearly defined.

The following questions and answers have been designed to provide information on some of the "grey areas".

Q. I am an employer who, in 1998, will pay $100 for group term life insurance premiums on behalf of a retired Ontario employee. This employee will not receive any other payments or benefits from my company this year. Am I required to report these premiums since they fall below the $500 minimum reporting threshold?

A. Yes, you are required to report the premiums as a taxable benefit. For former or retired employees, this is reported on a T4A. A T4A must be issued where the remuneration for the year exceeds $500 or the individual receives a taxable benefit for group-term life insurance exceeding $25.

Q. A recreational facility is included in our office building, which is owned by my employer. The facility is only available to employees. Must I include a taxable benefit for the employees who used the facilities during the year on their 1998 T4's?

A. No, Provided all employees have access to the facilities, and the facilities are not available to the general public, it would not be considered a taxable benefit for the employees who used the facilities.

Q. Under the provisions of our company's computer purchase plan, the employer initially purchases the computer and provides it to the employee for his/her personal use. The employee is allowed to re-pay the purchase price through payroll deductions over a 12-month period. Do the employees incur a taxable benefit?

A. Yes. Where an employer purchases items for an employee's personal use and is repaid over a period of time, the purchase price is considered a loan, in this case, an interest-free loan. The employer must calculate a taxable benefit based on the prescribed rates in affect during the period of the loan and include this amount in the employee's taxable income, on a pay period basis, over the life of the loan. At year-end, the taxable benefit is included in box 14 and reported as code 36 on the new T4.

Q. The company has agreed to pay for a certain amount of retirement counselling for a group of employees who are retiring. Are the fees paid as retirement counselling considered a taxable benefit?

A. Generally, No. Fees paid by an employer for retirement counselling are not considered a taxable benefit under either the federal *Income Tax Act*, or *Quebec Taxation Act*. In most cases, though, advice on retirement planning includes financial counselling as well, and normally, financial counselling would constitute a taxable benefit. However, when the fees are paid for the purpose of retirement planning, and this includes financial counselling, there is no taxable benefit.

Q. I am a computer technician who normally works in our downtown Vancouver office. On

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occasion, I am sent to assist a client who is located in another part of Vancouver's metropolitan area, outside the city limits. When I am at the client's office, I am reimbursed for meal expenses and receive $. 30 per kilometre for travelling from my home to and from the client's business location. a) Is there a taxable benefit for the meal expense reimbursement? b) Is there a taxable benefit for the kilometrage reimbursement?

A. a) Yes. This is one of the most common areas of non-compliance. Where an employee is not in sales or does not negotiate contracts for the employer, any reimbursement for meal expenses for business travel that is within the metropolitan area in which the employee normally works should be included in income as a taxable benefit. If the travel were outside the metropolitan area, the meal reimbursement would not be considered taxable.

b) No. Revenue Canada provides specific guidelines on "reasonable per kilometre rates". For 1998 the rates are 35 cents per kilometre for the first 5,000 kilometres driven and 29 cents thereafter. In the Yukon and Northwest Territories an additional 4 cents per kilometre is allowed.
Higher rates may be paid provided they are reasonable and can be justified if challenged by Revenue Canada.

Q. Our company is located in a large office building with underground parking. The parking costs $80.00/month, which some employees pay through payroll deduction. Other parking spots are paid for by the company and are given free of charge to certain employees. One employee is an administrative assistant who receives free parking as a "perk", whereas another is an accounting clerk (who drives to the bank each day with deposits and other business transactions). Is it correct to include the employer paid parking costs as a taxable benefit for both of these employees?

A. No. Where the accounting clerk is regularly required to use his or her automobile for business purposes, this would not be a taxable benefit. The administrative assistant, however, would incur a taxable benefit unless he or she is also regularly required to use their automobile for business purposes.

Q. Our company is located in a plaza where free parking is available to both employees and our customers. Should a taxable benefit for the free parking be included on the employees T4's?

A. No. In an area where free parking is readily available, there is no economic benefit to the employees; therefore, a taxable benefit would not be required.

Q. Our company is located in a downtown area, and our employer owns a parking lot nearby where employees are allowed to park free of charge. Our company has grown, and we now have more employees than we have parking spots available. As a result, the spots are filled on a first-come first-serve basis. Employees who arrive at work when the parking lot is full must pay $8.00/day for parking in a near-by lot. Our employer does not reimburse this fee. Should I calculate a taxable benefit for the employees for the days they park free of charge in the company-owned lot?

A. No. This is considered "scramble" parking. Where there are fewer spots than employees, and where parking spots are not assigned to specific employees and where parking is available only on a first come, first serve basis, no fair market value can be determined and no taxable benefit can be assessed.

Q. Our sales staff held a conference on a Caribbean island. Their spouses were invited to attend with all expenses paid for by the company. The purpose of the conference was to deal with issues relating to achieving the best performance levels from the sales staff. Topics included discussions on time and stress management, and the effect of travel and working long hours on family relationships. The spouses were required to attend these meetings and provide valuable insight. When the spouses were not required to attend meetings, they were treated to entertainment and excursions. The cost for a spouse attending the conference was estimated at approximately $3,000. Should these costs be included on the sales staff T4's as a taxable benefit?

A. Maybe. Generally, travel expenses paid by an employer on behalf of an employee's spouse are considered a taxable benefit to the employee. However, where a spouse attends a business trip at the employer's request to assist in attaining the business objectives of the trip, the cost of the trip would be considered non-taxable. In each case of this nature, the employer must clearly be able to justify that the spouse's attendance was necessary. In the example given, it appears that a reasonable connection can be made between the business objectives and the spouse's primary activities, therefore the cost of the spouse's trip would not be taxable.

Q. We are an Alberta company who specializes in the exploration of oil and gas. One of our employees returned to university for 6 months to finish his degree in geological engineering. He was considered to be on leave from his job during that time, but is now back working full time with a promotion as a result of achieving his new degree. The company paid for the cost of the employee's tuition fees and books while he was on leave, and also continued to pay premiums for his group term life insurance and other medical benefit plans. a) Is the payment for tuition fees and books a taxable benefit that should be reported on his T4? b) Are the premiums for life insurance considered a taxable benefit that should be reported on his T4?

A. a) No. Completing this course was clearly of benefit to, and sanctioned by the employer (as well as advancing the career of the employee). As such, the books and tuition fees paid for by the company are not taxable.

b) Yes. Employer-paid group term life insurance premiums made during an employee's leave of absence are still considered income and are subject to normal source deductions. The taxable benefit is to be included as income in the pay periods in which the benefit is received or enjoyed, and the employee would owe CPP contributions for those pay periods while on leave (unless the employee had already reached the maximum CPP contributions for that year). Also, the employer's recovery of under-deducted CPP contributions can only be made in increments of one pay period's calculations at one time, and only within 12 months of the pay period in which the contributions are being recovered.

Our Readers Write - The Experts Respond

Q. One of our Ontario employees plans to retire in 18 months and has negotiated a termination package in which he will receive a Retiring Allowance totalling $125,000. During that time he will move from Toronto to Calgary to set up our western operations. Since we do not have an office in Calgary, he will continue to be paid from our Toronto office. He then plans to retire and move to Kelowna, BC at which time he will receive his termination package.

What are the tax implications of his move from Toronto to Calgary, and his subsequent move to Kelowna? Also, what impact will this have on our Employer Health Tax obligations and responsibilities under other provincial legislation, such as Employment Standards and Workers' Compensation?

A. You will have to apply what is termed the "the province of employment rules" which are applicable at both the federal and provincial level for most payroll taxes.

At the federal level, Revenue Canada uses the province of employment rules to determine which withholding rates apply to employer source deductions. These rules only apply to employer source deductions, not to employee ultimate tax liability, which is based on province of residence.

For active employment income, the province of employment is determined based on two criteria:

- the permanent establishment at which the employee reports for work; and
- the permanent establishment from which the employee is paid.

If the employee reports for work at a permanent establishment of the employer, the province of employment is governed by this location. If the employee does not report for work at any permanent establishment of the employer — for active employment income — the province of employment is based on the permanent establishment from which the employee is paid. In this case, the employee who lives and performs employment services in the

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province of Alberta will not report for work at any establishment of the employer in Alberta. Since this employee will be paid from your office in Ontario, for source deduction purposes, the province of employment will be Ontario.

At the provincial level, the province of employment above is used to determine which provincial payroll taxes apply. Therefore, your company would be liable for the Ontario Employer Health Tax (EHT) on the wages of your employee who is an Alberta resident, but whose province of employment is Ontario.

By contrast, the province in which the related employment services are performed will govern the following:

- Employment Standards;
- Workers' Compensation Board coverage;
- Industrial Relations;
- Pension Benefit Standards;
- Human Rights; and
- Employment and Pay Equity.

Therefore, unless your company is subject to federal jurisdiction, the Alberta resident whose province of employment is Ontario for source deduction purposes would be subject to the Alberta *Employment Standards Code* rather than the Ontario *Employment Standards Act*. Where the federal jurisdiction applies, all of the items in the above list would be subject to federal legislation, and provincial income and payroll taxes would be based on the actual province in which employment services are performed.

Errata: Employee Numbers on New T4

In the September issue of Payroll Alert, we advised readers on changes relating to the re-designed T4 for 1998. In this material, we indicated that employee numbers could be entered in the "Other Information" section of the new T4, using code 56. We have since been advised by Revenue Canada that employee numbers should not be entered into this section of the T4. Where employers wish to use an employee or other number to identify employees, there is space on the new T4 under Boxes 50 and 52 that could be used for this purpose. However, any such entry will not be processed by Revenue Canada, and could not, for example, be used on a PIER listing to sort employees.

We apologize for any inconvenience this may have caused.

Editor
Ian J. Mise

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November 26, 1998

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The Editor would appreciate comments, suggestions or submissions that you may wish to share with your colleagues. We encourage you to use the e-mail address provided or fax or mail, if preferable. If you do not have an e-mail provider, contact us and we will help you to establish a connection.

LEADINGEDGE PAYROLL APPLICATIONS INC.

Published by LeadingEdge Payroll Applications Inc.

#18

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 06 11

RE: **Transportation Guidelines**

Recommended Action:

Moved by _____

That the Transportation Guidelines dated May 13, 1998, be implemented on an interim basis until new transportation policies are adopted by the Board.

RATIONALE:

During the past year, transportation policies, procedures and practices have been collaboratively reviewed. Collectively, input has been gathered and evaluated through the County's transportation expertise of Business Management 2000 and City staff. Together the initial steps of forming a consolidated transportation system throughout the Hamilton-Wentworth District School Board have been advanced.

Transportation "Operating Guidelines" evolved out of a need to provide some structure for the upcoming year. The purpose of the guidelines is to form a documented baseline which provide direction to the system and carriers. For example, carrier contracts expire June 30, 1998. Within the guidelines' expectations for contract negotiation and delivery of service are outlined. This provides a consistent and fair approach for all carriers. It also will ensure transportation is in place for September 1998. As well, schools and parents will have a reference point regarding the transportation of students over the new school year. The property transition committee, as a part of its mandate, will make recommendations pertaining to transportation. This committee would be provided with the guidelines in order to assist with their decision-making process.

The adoption of the "Operating Guidelines" will afford an opportunity for assessment prior to formalizing policy. Issues, such as walking distances, safety, eligibility, scheduling and ridership have been referenced in the guidelines and states that existing policies of the County and City remain intact at this time.

Contained within the "Operating Guidelines" are the following sections

* Code of Conduct on School Buses
* Transportation Specifications and Scope of Service - September 1, 1998
* Transportation Policy - Former Wentworth County Board of Education
* Transportation Policy - Former Board of Education for the City of Hamilton
* Tri-Board Analysis of Policy

With the adoption of the transportation "Operating Guidelines", applicable sections will be shared with users for the purpose of reference, guidance and feedback. When formal transportation policies are drafted, they will be presented through committee for approval by the Board.

DS/dtg
98/06/11

Hamilton-Wentworth District School Board
Transportation Operating Guidelines - May 13, 1998

The Hamilton-Wentworth District School Board (hereinafter referred to as the 'Board') will provide transportation from home to school and school to home. This transportation will be defined as the regular home to school morning, midday for program only (eg. kindergarten, special ½ day placement etc.) and the return school to home afternoon trips. A regular trip is that which is scheduled to coincide with the normal school bell times.

1. Transportation services will be operated under the direction of the Manager of Accommodation and Planning and follow the reporting structure for this role.

2. Eligibility for transportation service based on distance, will continue as defined by the existing policies of the amalgamated school boards.

3. Eligibility for transportation service based on safety, will continue as defined by the existing policies and past practices of the amalgamated school boards.

4. Eligibility for special transportation service will continue as defined by the existing policies of the amalgamated school boards.

5. The scheduling (eg. bus stop locations, length of travel) of transportation services will continue as defined by the existing policies of the amalgamated school boards.

6. Transportation services will be provided in the most practical and cost efficient manner without compromise to safety.

7. The revised "Code of Conduct on School Buses" will be distributed to every student in September 1998.

8. Transportation for co-operative education purposes may be accommodated on the regular morning or afternoon route:
   a. where seats are available and;
   b. at no additional cost to the Board and;
   c. as scheduling permits.
9. Transportation for work experience purposes (life skills program) may be accommodated:
   a. where seats are available and;
   b. as scheduling permits.

10. Transportation for medical escorts (registered nurses, assistants or otherwise designated) provided for students by external agencies will be provided to and from the student's address.

11. Transportation for alternate care placements may be accommodated on the regular morning, midday or afternoon route:
   a. where seats are available and;
   b. at no additional cost to the Board and;
   c. as scheduling permits.

12. In the event of inclement weather including but not limited to snow, fog and ice:
   a) Transportation may be canceled for one or more schools with the designated schools remaining open.
      i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.

ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
iv) The Public Relations Department will notify the designated media of the inclement weather situation.

b) Transportation may be canceled for one or more schools *and* the designated schools are closed.
i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.
ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
iv) The Public Relations Department will notify the designated media of the inclement weather situation.

13. In the event of an emergency situation such as lack of heat, flooding etc:
a) Transportation may be canceled for one or more schools *and* the designated schools are closed.
i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.
ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
iv) The Public Relations Department will notify the designated media of the inclement weather situation

b) Transportation may be re-scheduled to depart early from the school at the request of the appropriate Superintendent of Education.
i) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
ii) The Public Relations Department will notify the designated media of the inclement weather situation.

14. The Board reserves the right to engage any operator during an emergency situation to accommodate transportation requirements.

15. The assignment of the routes will follow the existing pattern of the former amalgamated Boards of Education where possible.
a) Negotiations with the existing operators for services to begin in September 1998 will begin immediately.
b) Contract specifications for these negotiations are listed in the attached document. These specifications blend the requirements of both former Boards of Education into a single improved document.
c) Contract negotiations will be undertaken in good faith and in the best interest of the Board, students and families and within the transportation funding guidelines of the Ministry of Education and Training.
d) Final contract documents will be presented to the appropriate Committee of the Board for review.

16. Parent/guardian volunteers working at the school, carrying written authorization and approval from the Principal, are permitted to ride the school bus to and from school:
    a) where seats are available;
    b) at no additional cost to the Board;
    c) as scheduling permits, and
    d) abiding by the "Code of Conduct on School Buses"

17. Parents or guardians must supply assistive devices (car seats, booster seats, strollers etc.) for transportation purposes that meet current safety guidelines.

18. Students are not permitted to ride in the front passenger seat of any vehicle with a passenger side air bag supplemental restraint system. The school principal has the descretion to assess the situation and permit front seat ridership where appropriate conditions exist. This guideline applies to school purpose vehicles and volunteer vehicles used to transport students to school activities.

19. Any requests for transportation outside of the existing policies or this operating guideline will not be permitted. Appeals to the guidelines or policy will be directed by the parent, guardian or school representative to the Manager of Accommodation and Planning for a written response. Should the appeal need to be advanced, the Manager of Accommodation and Planning through the Superintendent of Business and Treasurer will refer to Executive Council.
    a) An administrative report listing the request and detailing the associated cost and reasons for a potential approval or denial will be submitted.
    b) Exceptions to this guideline will be listed as addendums to future editions such that this report serves as a working document for the 1998-99 school year.
    c) Exceptions to this guideline will be incorporated into a revised draft Transportation Policy to be submitted to the appropriate Committee of the Board during the 1998-99 school year for implementation effective September 1999.

20. Operating guidelines for the school staff as related to transportation will continue as defined by the existing policies of the amalgamated school boards.

21. Principals must inform the Transportation Department of a medical alert that may affect a student while traveling on the school bus.

22. Student expectations as related to transportation will continue as defined by the existing policies of the amalgamated school boards.

23. Parent expectations as related to transportation will continue as defined by the existing policies of the amalgamated school boards.

24. The Manager of Accommodation and Planning will negotiate a Transportation Contract for September 1, 1998 to June 30, 1999 with the existing operators. An extension beyond this period will be listed in the contract as an option for both the Board and the operator contingent upon policy, funding, performance and transportation requirements. The contract will be presented to the appropriate Committee of the Board for review, change and final approval.

25. Bus operators will meet the scope and level of service listed in the contract for transportation services.

26. Bus operators will comply with all aspects of the Transportation Operating Guidelines and secondly with the existing transportation policies for the amalgamated school boards.

27. Students will be permitted to bring items other than regular school supplies on the bus at the discretion of the bus driver. Items not considered dangerous (eg. sports equipment, musical instruments) will be securely stored following the instruction of the bus driver.

28. The transportation of students for school initiated activities (field trips etc.) will continue as defined by the existing policies of the amalgamated school boards using the appropriate "volunteer driver" form.

29. The use of school safety patrols will continued as defined by the existing policies of the amalgamated school boards.

30. The Board shall review the potential to increase administrative efficiency through the use of electronic transmissions for items such as improved communication and invoicing.

31. The operating guideline is the primary document except where noted in items 2, 3, 4, 5, 18, 20, 21, 25 and 26.

32. The Board shall consider future sharing arrangements where practical and cost efficient with other local school facilities and agencies.

Appendix 1 - Code of Conduct on School Buses

18-6

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West
Hamilton, Ontario
P.O. Box 2558
L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

PASSENGER CODE OF CONDUCT ON SCHOOL BUSES

Your safety depends heavily on your behaviour while travelling on a school bus and as such it is important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviour while travelling on a school bus, for both regular home to school service and field trips, and at transfer points. Remember that school transportation is a privilege that entails certain responsibilities. Since the purpose of the bus (all school purpose vehicles but not limited to buses, taxis, minivans etc.) is to provide a safe means of transportation to and from school, any student whose behaviour threatens the safety of anyone may lose the privilege of using the school transportation service. The Education Act defines the bus as an extension of the classroom. As such, the Principal is responsible for maintaining an appropriate level of conduct and discipline for all riders.

Please:

1. Be on time at your bus stop; the bus will not wait.
2. Conduct yourself in an appropriate manner prior to the bus arrival.
3. Stand well away from the edge of the road until the bus is stopped.
4. Check for oncoming traffic before walking across the road.
5. Board and depart the bus in single file and in an orderly fashion using the handrail.
6. Remain in your seat, facing forward for the entire trip and until the bus comes to a complete stop.
7. Use your designated bus stop.
8. Keep school supplies on your lap and place large items in the area designated by the driver.
9. Conduct yourself in an appropriate manner.
10. Refrain from activities (yelling, fighting etc.) that may distract the driver or endanger the safety of others.
11. Be advised that smoking is not permitted.
12. Be advised that eating or drinking is not permitted.
13. Co-operate with the bus driver and/or student patrollers.
14. Keep your arms, legs and head inside the bus.
15. Do not touch the emergency equipment unless required.

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Education and/or Transportation Department. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school.

Parents or guardians are requested to contact the Transportation Department with any questions or concerns with respect to the safe operation of the school bus. Issues may be taken to appropriate Committee of the Board as needed *or* upon request.

Authorization for the use of video cameras and the collection and maintenance of personal student information is in the Education Act and in accordance with the Municipal Freedom of Information Act. Users of this information will be the supervisory officers, principals, bus operators and support staff for the intended purpose of providing transportation services to enrolled students.

Note the term "student" refers to all vehicle passengers, eg. school volunteers, staff.

This portion to be signed by the parent or guardian and returned to the school.

Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct and the proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pickup until the children board the bus, and when they leave the bus on their return home.

I acknowledge that I have read the Code of Conduct.

Signed: _____ _____

(Parent/Guardian) (Student - Please Print)

_____

(Room Number)

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Education and/or Manger of Accommodation & Planning. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of the information is the Education Act.

PASSENGER CODE OF CONDUCT ON SCHOOL BUSES (continued)

Suggestions for Parents and Guardians:

1. Immediately notify the Transportation Department at (905) 387-3556 or (905) 387-2737 if you have any concerns or questions.

2. Review the Code of Conduct with your child and ensure that they understand the contents.

3. Advise the Transportation Department if you are moving to a new address that will affect the transportation service.

4. Advise the Transportation Department if your child requires bus service from an alternate address (eg. daycare location). Although transportation is not guaranteed, every attempt will be made to accommodate the request.

5. Listen to a local radio station during inclement weather. Announcements will be made in regard to bus cancellations and/or school closures.

   CHML 900

   Oldies 1150 and K-Lite FM 102.9

   CHAM 820

   CKFC 1380 and 92.1 FM

6. Make the final attendance decision for your child in the event of inclement weather.

7. Arrange for a responsible person to meet your child where deemed necessary and appropriate.

8. Know the bus number and bus company that transports your child.

9. Have an alternate plan for your child in the event that you are not at home when they arrive.

10. Advise the Principal if your child has a serious medical alert that should be relayed to the Transportation Department.

Appendix 2 -

Transportation Specifications and Scope of Service - September 1, 1998

Transportation Contract Specifications and Scope of Service - September 1, 1998

1. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 50% of the vehicle base rate.

2. In the event that a school(s) is closed due to a strike or labour dispute involving the employees of the operator, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.

3. The Board reserves the right to secure transportation from any other operator for the duration of a labour dispute involving an operator.

4. In the event that a school(s)is closed due to a strike or labour dispute involving employees of the Board, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.

5. The operator will immediately inform the Transportation Department of any collision or incident which occurs while students are being transported. A written report will be submitted to the Manager of Accommodation and Planning with a copy forwarded to the Transportation Department within 24 hours of the collision or incident.

6. The operator will immediately inform the Transportation Department of any route which cannot adhere to the regular schedule, weather permitting.

7. The operator will provide transportation for students that have missed a connection due to a route delay from the transfer point to their destination.

8. The operator will accept changes to the route schedule, bus stop locations and student assignments as directed by the Board.

9. All vehicles exceeding a 7 person capacity will be equipped with an operable reverse movement alarm.

10. All vehicles must meet or exceed current CSA D250 and D409 standards.

11. All vehicles exceeding a 16 person capacity will be painted in the chrome yellow school bus colour.

12. All vehicles exceeding a 7 person capacity will not exceed as the year of manufacture - 1988.

13. All vehicles less than an 8 person capacity will not exceed as the year of manufacture - 1990.

14. The operator will have an appropriate operating license and shall use a vehicle that is properly licensed.

15. The operator will carry insurance with a minimum amount of $10,000,000. The Board will be named as an additional insured party. A certificate of insurance for the contract period listing both items will be presented to the Board prior to September 1, 1998. The Board must be notified immediately of any change in the policy or cancellation of the policy. The Board reserves the right to confirm insurance coverage at any time during the contract.

16. A smoke free environment will be present on all vehicles. Drivers are not permitted to smoke in the vehicle at any time prior to students being transported. Residual smoke is prohibited.

17. All routes will be operated as scheduled by the Board. Requests for changes will be considered by the Transportation Department.

18. The operators will conduct route or stop checks at the request of the Board to verify scheduling, timing and safety.

19. Board assigned route numbers will be prominently displayed in the 1st passenger side window of the vehicle.

20. All vehicles must be equipped with an operable two way radio capable of direct contact with the dispatch centre.

21. All drivers must wear an identification badge which includes the following information:
    a) Company name and logo
    b) Driver name
    c) Photograph

22. The operator must supply the driver with an appropriate supply of student misconduct reports for completion and submission to the school principal.

23. The Board reserves the right to increase the kilometres of travel, add a route or delete a route as needed to meet transportation requirements, funding levels or Ministry of Education and Training initiatives or standards.

24. The Board reserves the right to suspend or terminate the contract due to the failure of the operator to meet performance and / or safety guidelines of the Board or appropriate Ministry.

25. The Board reserves the right to obtain alternate means of transportation from any operator for the duration of a suspended contract.

26. The Operator shall conduct criminal background checks for every driver assigned to complete a school trip.

27. The Board reserves the right to place or remove students from any vehicle for any reason.

28. The Board reserves the right to remove a driver from any trip.

29. The Board reserves the right to invoke a penalty equal to the per trip rate or per student rate, for any operator that fails to meet the scheduled service requirements.
30. Invoices for service will be submitted at a rate of 19.0 days per month. Differences to account for additional days of service or inclement weather will be submitted as part of the December and June statements.

31. Video camera housing units will be provided on every vehicle exceeding an 8 person capacity.

32. A limited number of video cameras will be supplied by the Board. Operators may choose to supply additional cameras at their own expense.

33. Video cameras may be used only with the permission of the school principal.

34. Fuel escalation / de-escalation payment will be made or received by the Board for increases or decreases in excess of 10% of the fuel rate on September 1st of each school year.

35. The driver will ensure that every student has disembarked at the conclusion of each trip by completing individual seat checks and a visual check of the entire vehicle floor.

36. The Board reserves the right to audit:
    a) Company
    b) Driver
    c) Vehicle
    d) Route

37. The Board reserves the right to restrict or limit travel on a road as needed due to speed, volume of traffic or any other safety criteria.

38. This contract will begin on September 1, 1998 and will conclude on June 30, 1999. Start and finish dates are subject to change dependent upon the approval of the 1998-99 school year calendar.

39. The Board reserves the right to extend the contract by June 1999 with the agreement of the operator for either:
    a) One year term concluding on June 30, 2000
    b) Two year term concluding on June 30, 2001

    An extension beyond June 1999 will be contingent upon policy, funding, performance and transportation requirements.

39. Rate of payment:

a) 72 passenger:	To be determined
b) Wheelchair accessible minibus:	To be determined
c) Minibus, capacity exceeding 7 persons	To be determined
d) Minivan, capacity less than 8 persons	To be determined
e) Single student	To be determined

Appendix 3 - Transportation Policy

Former Wentworth County Board of Education

18-13

POLICY 12

TRANSPORTATION

POLICY STATEMENT

The Wentworth County Board of Education believes that there are conditions which warrant provision of some type of transportation for pupils. It is, therefore, the intention of this Board to provide transportation for those pupils who, because of lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or other handicaps, would suffer undue hardship as a result of travelling to and from school on foot.

The Board delegates the authority for the implementation of this policy through the Director of Education to the Superintendent of Business & Finance and the Manager of Transportation and Planning.

ADMINISTRATIVE REGULATIONS:

Refer to the accompanying regulations when applying Board Policy on student transportation.

AUTHORITY AND RESPONSIBILITY

THE MINISTRY OF EDUCATION:

Authority for Boards of Education to transport students and the conditions under which students are to be transported to receive grants to offset the costs of transportation are contained in the Education Act (1980), its regulations and amendments.

THE MINISTRY OF TRANSPORTATION:

Regulations governing pupil safety, licensing, maintenance and inspection of vehicles, and licensing of drivers are the responsibility of the Ministry of Transportation and are contained in the Highway Traffic Act and the Public Motor Vehicles Act.

THE WENTWORTH COUNTY BOARD OF EDUCATION:

It is the intent of this Board to comply with the letter and spirit of those sections of the Education Act that pertain to the transportation of pupils. Although the Education Act places no mandatory responsibility on the Board for such transportation, it does indicate that a Board "may" provide transportation for pupils under various circumstances specified in section 190 of the Education Act. This section, along with section 21 and the Ontario Ministry of Education Form 21-0894 (Revised 06/93) (Instructions re Transportation) shall govern any questions not covered by specific declarations of policy herein.

In order to provide opportunities for all students in Wentworth County and to make the most efficient use of existing school facilities, the Board has accepted the responsibility for providing transportation within the terms of the Education Act and as outlined in the following Policy and Regulations.

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicles Act and this Policy. The Board will encourage the co-ordination of safety programs provided by Provincial and Local Police, and follow-up programs in the schools.

The Board will delegate the authority for the implementation of this policy through the Director of Education to the Superintendent of Business and Finance and the Manager of Transportation and Planning.

THE DIRECTOR OF EDUCATION:

The Director of Education is the Chief Executive Officer of the Board and is responsible for the implementation of policies and procedures formulated by the Board of Education for the supervision of personnel.

THE SUPERINTENDENT OF BUSINESS AND FINANCE:

The Superintendent of Business and Finance is the Supervisory Officer responsible to the Board, through the Director, for:

1. Supervision of the Transportation Office.
2. Developing and administering the Transportation budget.
3. Submission of the Transportation Grant Applications to the Ministry of Education.
4. Co-ordinating contract negotiations with the carriers.

THE MANAGER OF TRANSPORTATION AND PLANNING

The Manager of Transportation and Planning is responsible for:

1. The co-ordination of the day-to-day operation of the Board's transportation system.
2. Planning, producing and reviewing routes and schedules in conjunction with the Principals and Board carriers.
3. Investigating all complaints in respect to transportation or lack of transportation.
4. Approving all transportation requests that conform to the Board's Transportation Policy.
5. Advising the Superintendent of Business and Finance of requests that do not conform to Board Policy.
6. Approving current transportation expenditures.
7. Co-ordinating and consulting with Superintendents of Schools any adjustments or cancellations of bus service that are required prior to the commencement of classes because of inclement weather, or other emergencies.
8. Co-ordinating the notification of the carriers, traffic officers and radio stations in respect to a school closure or early dismissal.
9. Carrying out such other duties as required in the application of the Board's Transportation Policy and Regulations.
10. Assisting in other matters as determined by the Superintendent of Business and Finance.

ELIGIBILITY FOR TRANSPORTATION SERVICES

It is a policy that The Wentworth County Board of Education may provide transportation to and from their assigned schools, for students whenever such transportation is warranted due to one or more factors such as distance from the home to the school, traffic hazards or other safety hazards, the needs of pupils who for physical, or other handicaps require special transportation (other than that normally provided by the Board). Transportation is a privilege and not a right, and may be revoked at the Board's discretion. Throughout this policy, kindergarten refers to both junior and senior kindergarten.

1. In consideration of Section 21 (Appendix 1) of the Education Act, The Wentworth County Board of Education may provide the following transportation services to students who reside beyond:
   a) 1.6 km (1 mile) for students in Kindergarten & Grade 1
   b) 3.2 km (2 miles) for students in Grades 2 to 6
   c) 4.8 km (3 miles) for students in Grades 7 to 12/OAC

2a. Kindergarten Pupils:

1) Kindergarten pupils may be transported to and from classes where the distance is considered too great or the route too hazardous.

2) Transportation to the morning classes and return from the afternoon classes is to be on the regular buses.

3) Kindergarten pupils are expected to share central bus stops with students in other grades (no door to door service).

2b. In Rural Areas:

1) Where possible, no students will be required to walk more than 3.2 km (2 miles) from their home gates to a pick-up point.

2) Where houses are closely grouped together, students will be required to meet at a central pick-up point.

3. Any child who has physical or other exceptionalities and therefore requires special transportation, other than that normally provided, for whom the Board has medical certification that such transportation is required, may have direct transportation to and from school, subject to the recommendation of the Manager of Transportation & Planning and approval of the Executive Council.

Where possible, transportation for special education students is to be integrated with regular transportation. Transportation for pupils attending schools for the Trainable Retarded is not to be integrated into the regular transportation system except under special circumstances.

4. Students permitted by the appropriate Superintendent of Schools, to attend a school other than their designated school, may be offered transportation on regular school buses where current service and seats are available. Approval for transportation will not be granted beyond the end of the current academic year. Further, the Board makes no guarantee of continuity of service.

Access to special education vehicles transporting exceptional pupils will only be granted with the approval of the Business Management Committee.

5. Parent volunteers carrying written authorization from the principal are permitted to ride the bus to and from school where there is room on the bus.

7. Transportation for students attending a cooperative education work placement may be offered on regular school buses where current service and seats are available.

SERVICES TO BE PROVIDED

The Board will provide transportation to eligible students where appropriate using contracted vehicles or through services provided by public transit. Service provided by the Board will be in accordance with the following conditions of minimum service.

1. Pick-up and Delivery Times (where practical):
   a) No student in Kindergarten or Grade 1 to 6 will be picked up more than one hour and fifteen minutes before the commencement of classes.
   b) No student in Grades 7 to 13 will be picked up prior to one and a half hours before the commencement of classes.

2. Length of Time on the Bus (where practical):
   a) No student in Kindergarten or Grade 1 to 6 will be expected to spend more than 45 minutes on the bus each way.
   b) No student in Grades 7 to 13 will be expected to spend more than 60 minutes on the bus each way.

3. Transfers (where practical):
   a) No student will ride on more than two buses while travelling either to or from school.
   b) No elementary student will be discharged from a bus at a bus transfer point off school property until the bus onto which he is to transfer, has arrived.

4. Combination of Routes:
   Secondary and Elementary School students may be transported on the same bus.

5. Exceptional Pupils:
   Students who are physically or otherwise exceptional, will receive special attention from the driver, school principal and the Transportation Office.

6. Maximum Number of Students Transported on a Bus:
   The Board will schedule service to provide a seat for all students that are expected to travel by school bus. Each vehicle is legally entitled to transport 72 students but a maximum of 48 senior public (7 & 8) or secondary (9 through OAC) will be scheduled for any one bus where practical.

7. Service Changes:
   a) Route Modification: An advance notice of two weeks will be given to parents/guardians and principals outlining the change and/or the revised bus schedule.
   b) Route Elimination or Significant Route Alteration:
      1. Parents/guardians and principals will receive a letter three weeks prior to discussion by the Business Management Committee outlining any proposal to eliminate or significantly alter transportation service.
      2. An administrative report detailing the recommendation for service elimination or significant route alteration will be submitted to the Business Management Committee for review. A copy of any letter submitted by concerned parents/guardians will be included with the report.
      3. If the Board supports the elimination or significant alteration of transportation service, a letter outlining the resolution will be forwarded to the parents/guardians, principal, and carrier a minimum of thirty days prior to the elimination of service.

4. Any letter from a concerned parent or guardian received after the Board resolution is approved will be submitted as an information item to the Business Management Committee for further review as warranted.

8. Exceptional & Special Students:

a) Transportation on vehicles other than regular buses will be provided for:

(i) Students who are placed by Board staff in a school program outside of their normal catchment area and for whom regular transportation is not available.

(ii) Students who meet eligibility requirements but are unable to use regular transportation as a result of a permanent physical condition where validated by a medical certificate.

b) School Principal Responsibility - Internal Placements:

1. For transportation to begin during the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department. A medical certificate must be attached to the request for any student transported as a result of a physical problem.

2. For transportation to begin at the start of the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department no later than June 30. Request forms must be completed for students who are returning to the school the following year. A medical certificate must be attached to the request for any student transported as a result of a physical problem.

c) Program Services Staff Responsibility - External Placements:

For students requiring transportation to an elementary or secondary placement outside of Wentworth County, Program Services staff will be required to complete a "Tuition Fee Application - Exceptional Pupil" form (Appendix 7). This form must be received by the Finance Department no later than May 31 for transportation to begin at the start of the next school year.

d) Transportation Department Responsibility:

1. The Manager of Transportation & Planning shall review all requests for transportation for internal placements and forward a recommendation to Executive Council.

2. The Manager of Transportation & Planning shall convey the decision of Executive Council to the Principal.

3. The Manager of Transportation & Planning shall arrange transportation for all approved external exceptional placements.

PRINCIPALS

"Every student is responsible to the principal for his/her conduct on the school premises or while travelling in a school bus that is owned by or under contract to the Board." (From Ontario Regulation 262/1988 Sec. 23 (4) (c).

The Principal of a school (or his/her designate), where a transfer point exists, is responsible for the supervision of students while boarding, disembarking, or waiting for a school bus. Problems of discipline on school buses and at transfer points will be handled with the co-operation of the principals involved, and where necessary, in consultation with parents.

A PRINCIPAL SHALL:

1. Make provision for the loading and unloading of the school buses on school property and ensure that those procedures are safely followed.

2. Assist the Transportation Office in obtaining data on students transported to his/her school.

3. Where feasible, in conjunction with the school bus operators and drivers, help to establish and maintain an elementary school bus safety patrol program, in accordance with the Regional Police Safety Division.

4. On receipt of a "Bus Driver's Report to Principal" Student Misconduct Report (Appendix 2) and after consultation with the driver, take whatever measures deemed necessary in regard to the student(s) including the withdrawal of transportation privileges. It is important that parents be informed of a student's misconduct on buses and the resulting disciplinary measures taken and that the driver be notified. If the student's privilege of riding the bus is withdrawn the parents should be informed at once by telephone and subsequently by letter. At the discretion of the principal, the Student Misconduct Report and the letter to the parents may be placed in the student's O.S.R. folder.

5. Ensure that appropriate staff members are familiar with procedures relating to school-initiated activities requiring transportation and the Code of Conduct for Students.

6. a) On parental request or approval, provide the driver with a list of those students who have health problems which may affect them while they are riding on the bus.
   b) Be responsible for any special attention required by students who are physically, or otherwise exceptional; and see that they are placed aboard the proper bus to return home after the school day is completed.
   c) Advise the driver of children who must not be permitted to leave the bus unless met by an adult, and what to do in the event that there is no adult at the usual delivery point.

7. Ensure that students registering for the first time receive a copy of the appropriate sections of the Board's Transportation Policy and Regulations, and at the beginning of each subsequent school year a copy of the "Code of Conduct for Students" (Appendix 3). The signed portion of the Code of Conduct is to be retained by the principal.

8. Ensure that as early as possible in September, instruction in appropriate safety practices and evacuation procedures is provided for teachers and students and that they are aware of the Code of Conduct for Students.

9. a) In November of each year and for all new registrations, inform all bused students and their parents of the Inclement Weather Policies and Procedures appropriate to their areas.
   b) For all new registrations, issue the bus routings pertinent to each school, as provided by the Transportation Office.

10. Make provision for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

PARENTS

Wherever the word "parents" occurs in this policy, the term "guardians" may be substituted where applicable.

INFORMATION TO PARENTS:

1. Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct for Students on school buses and proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pick up points until the children board the bus, and when they leave the bus on their return home.

2. Parents should be familiar with the "Code of Conduct for Students on School Buses." It will be distributed to parents, through the students, at the beginning of each school year.

STUDENTS

INFORMATION TO STUDENTS:

1. It is expected that every student will behave responsibly, not only while travelling on a school bus, but at pick-up, transfer and drop-off points as well. These are essentially extensions of the school the student attends. While being transported every student is responsible to the principal for his or her conduct.

2. The bus driver is authorized by the principal to supervise the conduct of the students on a school bus and the driver may be assisted by student bus patrols appointed by the principal. Regardless of age, every student will co-operate with and assist the patrols in carrying out their duties. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.

3. Every student will receive a copy of the "Code of Conduct for Students on School Buses" and should familiarize themselves with the policy and abide by the regulations.

   The "Code of Conduct for Students on School Buses" will be reviewed and approved on an annual basis.

CARRIER

THE CARRIER SHALL:

1. Operate vehicles for the transportation of students which qualify at all times under the Public Vehicles Act and the Ministry of Transportation School Purposes Vehicles Inspection Legislation.

2. Understand that the Board, or its representatives, reserves the right to call in an independent mechanic or the Ministry of Transportation at any time to complete a Safety Standard Certificate on any vehicle being used on routes under contract to this Board. If the vehicle passes inspection, the Board will pay the cost of the inspection.

3. Comply with all aspects of Board policy.

4. Ensure that all vehicles used to transport Board students on any Board initiated out-of-school activity, comply with all aspects of Board policies and regulations.

5. Offer at least one safety program annually and ensure that all drivers participate; encourage all drivers to participate in such in-service workshops in group control as may be offered by the Board.

6. Ensure that buses which meet CSA - D250 - M1985 School Bus Standards when purchased, continue to maintain these standards.

7. Ensure that the correct route numbers are prominently displayed in the side window of each bus.

8. Notify the School and the Transportation Office if unable to adhere to the regular schedule.

9. Inform the Transportation Office immediately of any accident which occurs while pupils are being transported. A written report must be submitted to the Transportation Office within 24 hours.

10. Post the emergency telephone number 911 at the front of the bus.

11. Instruct all drivers that no alcoholic beverage may be consumed during a period of seven (7) hours prior to or while driving a school bus, and that smoking is not allowed on a school bus.

12. Co-operate with the principal in developing loading and unloading procedures that are appropriate to the school.

13. Instruct their drivers that they must wear a seat belt at all times while driving a school bus.

14. Instruct their drivers to stop at all railway crossings.

15. Ensure that all buses transporting students who are physically or otherwise exceptional are equipped with the proper passenger restraint devices (seat belts, wheelchair harnesses, etc.)

16. Ensure that all routes are operated as designed by the Transportation Office.

17. Provide or arrange transportation for students to their final destinations when they have missed transfer connections because of a delay beyond their control.

18. Assist the Transportation Office in maintaining data on students transported to their school.

19. Ensure that drivers remain on vehicles at all times when vehicle is student-occupied. Students are not to be left unattended at anytime while they are on the vehicle.

20. Notify the principal of the school(s) involved if there is any change in routing.

21. File with the Transportation Office:
    a) a list of buses to be used in providing service stating make, model number and year of manufacture, prior to September 1st of each year of the Agreement.
    b) a list of drivers, and number of their driver's licence, prior to the first school day of each year of the Agreement. All buses transporting students on regular school routes, or field trips, shall have a fully qualified bus driver, who holds either a valid class "B", class "C" or class "E" licence as required, and is at least 21 years of age. Drivers who have/had a health problem of a nature that might affect their driving ability shall present a medical certificate to the bus contractor before returning to work.
    c) the employees' Workers' Compensation Board numbers.

22. Instruct drivers that they must not pick up or discharge students in the vicinity of a signal traffic light control system except where the bus's flashing lights can be legally and effectively operated.

23. Require drivers to complete a basic first aid course within one year of being hired to drive.

DRIVER

Drivers operating buses in the service of the Board are expected to be considerate and courteous to other motorists and will follow the safe driver habits outlined in the Manual for School Bus Operations, be guided by the Highway Traffic Act and safety suggestions, use common sense and ensure that the rules of the road are applied at all times.

It is the responsibility of the driver to maintain control over the pupils on the bus at all times. The principal or a designate should make provisions for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

IN ADDITION, A SCHOOL BUS DRIVER SHALL:

1. Not pick up and discharge students in the vicinity of a signal light traffic control system except where the bus's flashing lights can be legally and effectively operated.

2. Be licenced by the Ministry of Transportation for Ontario and provide proof of same to the carrier, annually and on change or renewal.

3. Discharge a student only at the student's regular stop, as designated by the Carrier and the Transportation Office. Any exceptions on a regular basis must be registered with the Principal's office. Occasional exceptions for elementary students may be made only if the student presents a note from his or her parents or his or her teacher that is countersigned by the principal. No student, elementary or secondary, is to be discharged at other than a designated stop.

4. a) When a teacher is present -
that teacher is responsible for student discipline and is required to maintain an atmosphere comparable to that maintained in the classroom. When a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a safe location and consult with the teacher on what steps might be taken to eliminate the hazard. It may be necessary that, for the safety of all, they should return to the school.

b) When no teacher is present -
and when a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a suitable location and advise the student(s) concerned that, in the interest of safety for all, this unacceptable behaviour must stop. The driver at the same time shall advise that if the problem is not resolved, the driver will, where appropriate, return to the school and inform the principal. It shall not be necessary for the driver to repeat this caution. If a student continues to misbehave the driver shall inform the principal as soon as is practical and submit a "Bus Driver's Report to Principal" (Student Misconduct Report) within 24 hours.

5. Where applicable
- ensure that exceptional pupils and trainable mentally retarded students are properly seated at all times when the bus is in motion.
- ensure that each trainable mentally retarded student is delivered into the care of a responsible adult. In the event that a responsible adult is not available the student should not be left. The driver shall report to one of the following immediately: the school; the carrier; the Transportation Office.

6. Refrain from consuming any alcoholic beverage during a period of seven (7) hours prior to, or while driving, a school bus.

7. Not smoke nor allow smoking on a school bus when transporting students on a regular or on charter trips.

8. Where bus patrols are on duty the driver should be fully aware of the duties and limitations of patrols.

9. The driver shall not physically discipline a student.

TRANSPORTING EQUIPMENT ON BUSES

1. The Wentworth County Board of Education has established certain conditions governing the transporting of some specific items:

a) Skates
Skate blades shall be covered by guards, tied together and carried in a bag. The skates shall be placed on the floor of the bus at the student's feet, unless the driver states they are to be placed elsewhere.

b) Skis and Poles
Skis and ski poles may be transported on school buses provided they are stored in a safe and secure place on the buses to be determined by the driver/carrier.

c) Hockey Equipment
With the exception of hockey sticks, no hockey equipment shall be transported to and from school on a bus without the special permission of the principal and the driver unless that bus is equipped with suitable storage space. Hockey sticks may be taken to school on Mondays and returned on Fridays provided that they are stored in a safe and secure place, to be determined by the driver.

d) Musical Instruments
Musical instruments may be transported in cases only, and shall be kept on the student's lap while the student is on the bus. Large musical instruments are to be stored in an area determined by the driver.

e) Curling Brooms
Bristles on curling brooms must be covered.

f) Firearms
Firearms or anything of a dangerous nature are forbidden.

2. The decision whether or not to transport other items of equipment or objects to and from schools for use in programs currently in operation or in programs being planned for the future, will be determined in advance co-operatively by the principal and the school bus operator concerned.

TRANSPORTING OF STUDENTS FOR SCHOOL-INITIATED ACTIVITIES

1. School-initiated activities include:
   a) Activities that are planned as a part of school curriculum and held in school hours.
   b) Activities that are planned as an addendum to the regular curriculum and are held beyond regular school hours.
   c) Extra-curricular activities planned as a part of a school's total program or using the school name.

2. a) The principal may use either a volunteered vehicle, a regular school bus or a chartered bus, subject to #20. (b) Carrier, Page 10.
   b) Trips must be authorized and approved by the Principal or his designate, subject to the following conditions:
   - drivers of volunteered vehicles are required to complete "Volunteer Driver/Vehicle" form (Appendix 4) before approval will be given to transport Board students.
   - record of trip must be filed in School Office and Board Office i.e. destination of trip, name of driver, name of students riding in automobile.
   - rental of automobiles from leasing companies must be leased in the name of The Wentworth County Board of Education.

3. The following procedures shall apply to all trips pertaining to school-initiated activities:
   a) If a teacher is on a bus, that teacher is responsible for pupil behaviour on the bus. The parent is ultimately responsible for the behaviour of his or her child.
   b) Students are to know the "Code of Conduct for Students" and be aware they are to follow the code.
   c) Adults with an excursion will offer all possible help to the driver in an attempt to make the trip as safe as possible.
   d) Adults in charge should each have a list clearly indicating the students present for the trip. The school office should be notified of absentees before the excursion group leaves the school. Students must be checked each time they enter the bus.
   e) All passengers must be aware of emergency leaving procedures. Students seated nearest the point of danger are to leave first. The rest should follow seat by seat in sequential order.
   f) If possible, front and rear seats should remain unoccupied.
   g) Where appropriate, emergency monitors (two or three) will be appointed in case of an accident. They should know the location of the emergency exits, be responsible to call for help, and be prepared to assist students to leave the bus by emergency exits, if it is necessary.
   h) While standees are not prohibited on the bus, the Board prefers to keep the number of standees to a minimum.

i) Non-essential baggage must not be carried by students.

j) Should a student become ill while on an excursion, the supervising teacher assisted by any other adults on the excursion, should make the necessary arrangements to care for the student. This may mean that the excursion will have to return to the school ahead of schedule. As soon as possible, in any event, the school should be informed. The principal will assume responsibility for contacting the parents.

k) There will be no smoking on the bus.

SCHOOL SAFETY PATROLS

The Board supports the concept of School Safety Patrols - (Both Foot Patrols and Bus Patrols).

1. The principals of elementary schools may select pupils to act as school safety patrols.

2. Consent of the parents must be obtained in writing.

3. The pupils selected for Bus Patrols shall be mutually acceptable to the Principal, the Bus Driver and Safety Officer. Such pupils shall be from the upper grades and live near or at the end of the bus route.

4. The function of the bus patrol is to assist the driver by reminding pupils of the school bus safety rules, and, where requested by the driver, the patrol may assist students to cross the road.

5. a) If a School Safety Patrol is to be operated, a training program for the members must be carried out in conjunction with the Traffic Safety Officer before these pupils assume their duties.
   b) Every effort should be made to ensure that the Hamilton-Wentworth Regional Police are aware of any problems in the existing situation with respect to patrols.
   c) Every effort should be made to ensure that the Board is made aware of any new Patrols and any changes in the existing Patrols for insurance purposes.
   d) No School Safety Patrol should be removed or reduced in numbers from a designated duty without written recommendation from the Traffic Safety Officer to the appropriate Superintendent of Schools.

PROCEDURES DURING INCLEMENT WEATHER OR OTHER EMERGENCIES AND EXTREME FOG CONDITIONS

Principals shall establish procedures to be followed during periods of inclement weather and other emergencies. The procedures are to be outlined in a memorandum and posted in the school and shall be reviewed with the staff from time to time.

In addition to any general or special procedures dealing with individual situations or schools that may be noted in the memorandum, the memorandum shall include:

- a designated chain of command in the event the principal is absent.

- a copy of the Annual Memorandum from Superintendent of Schools addressed to the principal and designating KEY SCHOOLS and their responsibility in communications.

- a specific reference to the method and arrangements to be used to notify the parents and students of the procedures to be followed during periods of inclement weather and other emergencies.

Where it becomes necessary to consider either closing or not opening a school(s) or arranging an early dismissal because of:

- health or safety hazards involving either the students, or the staff

- inclement weather or extreme fog, to avoid tying up phone lines, fan out procedure to prevail

Principals are to consult the appropriate Superintendent of Schools.

1. SNOW DAY:
   a) In the event that no carriers run, all facilities operated by the Board will be closed automatically. Students and staff will not be expected to make the attempt to get to school/work.
   b) If all carriers serving a school elect to cancel the daily service due to inclement weather, students and staff working that facility will not be expected to make the attempt to get to school.
   c) The decision to temporarily close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
   d) Where the Superintendent's decision in regard to closing or early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussion with the Manager of Transportation and Planning.
   e) Where the Superintendent decides it is advisable to notify the parents through the services of radio stations of closure or early dismissal, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

2. FOG DAY:
   a) In the event that an area(s) is blanketed by fog, the carriers may elect to delay transportation by two hours. Delayed transportation will be announced by Block on the local radio stations by 7:00 A.M.

   b) In the event that transportation is delayed by two hours a second announcement will be made at 9.00 A.M. over the local radio stations to declare either:
      i) Buses have been cancelled for the entire day.
      ii) Buses will arrive two hours later than the regular scheduled pick-up time.
   c) In the event of fog, all schools will remain open at regular hours for walking students. Students and staff are expected to make every attempt to safely arrive at school.
   d) The decision to close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
   e) Where the Superintendent's decision in regard to early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussions with the Manager of Transportation and Planning.

   f) Where the Superintendent decides it is advisable to notify the parents through the services of the radio stations, of a two hour delay in transportation and possibly the cancellation of transportation for the entire day, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

Parents will receive a notice in the Fall of each year, distributed through the students, regarding the cancellation/closure procedures as described in Appendix 5.

Board Revised
Dec. 19/94

APPENDIX 1

Section 190 of the Education Act states that a Board "may" provide transportation for pupils.

Section 21 of the Act, subsection 2(c) states:

A child is excused from attendance at school if,

a) transportation is not provided by a board for the child and there is no school that the child has a right to attend situated,
   i) within 1.6 kilometres from the child's residence measured by the nearest road if the child has not attained the age of seven years on or before the first school day in September in the year in question, or
   ii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the age of seven years but not the age of ten years on or before the first school day in September in the year in question, or
   iii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the of ten years on or before the first school day in September in the year in question;

APPENDIX 2 (sample only)

THE WENTWORTH COUNTY BOARD OF EDUCATION
BUS DRIVER'S REPORT TO PRINCIPAL

STUDENT'S NAME _____ STUDENT'S SCHOOL _____

THE INCIDENT INVOLVED:

a) Littering
b) Damage
c) Smoking
d) Throwing an object
e) Fighting, scuffling, etc.
f) Abusive or unacceptable
g) Other

COMMENTS:

Date last report filed by the driver on same student:

_____

Date: _____

_____
Driver's Name.

.....

THIS SECTION FOR PRINCIPAL'S USE ONLY
Principal's record of action taken:

Each bus company is required to supply the bus drivers with a supply of misconduct reports.

Appendix 3

CODE OF CONDUCT FOR STUDENTS ON SCHOOL BUSES

Naturally your parents and teachers expect you to behave responsibly at all times. Because your safety depends heavily on your behaviour while travelling on a school bus, it is especially important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviour while travelling on a school bus and at transfer points. Where school patrols are on duty you must obey members in charge.

If you break the rules and regulations set forth in the Code of Conduct, the privilege of riding the bus may be withdrawn. The driver has been instructed to report to your principal if you break any one of the rules in the Code of Conduct. Failure to identify yourself to the driver may lead to the withdrawal of the privilege of riding the bus. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.

On receipt of a report of misconduct, the principal will take appropriate action. If the incident is of a minor nature e.g. one that does not endanger the safe operation of the bus, your parents may be notified. If it is your second offence it will be brought to your parents' attention. Third offenses draw an automatic withdrawal of the privilege of riding the bus. You are advised that serious or repeated misconduct will be recorded and that the report may be placed in your Ontario Student Record file.

YOU MUST:

a) Be on time at your bus stop; the bus will not wait.
b) Stand well away from the roadway until the bus is stopped. Board the bus in single file and in an orderly fashion using the handrail.
c) If the bus has arrived, and it is necessary to cross the road, check for oncoming traffic before walking across the road.
d) Be picked up and dropped off only at designated stops, and ride the bus assigned.
e) Keep books, lunch boxes, etc. on your lap and place large sports equipment in the area designated by the driver.
f) Give priority seating to the younger students on the bus.
g) Remain seated until the bus comes to a complete stop.
h) Leave the bus in single file and in an orderly fashion, using the handrail. If your laneway is directly beside the door of the bus continue up your lane. If it is necessary to walk towards the rear of the bus to get to your laneway, remain on the shoulder of the road in line with the door and at a safe distance from the bus (3 paces), until the bus has gone, then continue along the shoulder to your driveway.
i) If it is necessary to cross the road, line up in single file and when everyone is off, walk along the shoulder for 5 paces, then cross the road in front of the bus while continuing to check for oncoming traffic.

YOU MUST NOT:

a) Put your arms or head out of the windows.
b) Throw objects inside of the bus, nor from the bus windows.
c) Damage the bus nor eat, scuffle, fight or use profanity on the bus.
d) Distract the driver in any way.
e) Touch the emergency door or emergency equipment except in cases of emergency.
f) Smoke on the bus. (Drivers are required to report all offenders)
g) Carry or transport animals or any object which may be deemed dangerous or objectionable, without the express permission of the principal in consultation with the driver.
h) Attempt to board or be discharged from a school bus in the immediate vicinity of a signal light traffic control system (red and green stop light). The Highway Traffic Act prohibits the operation of the school bus flashing lights under these circumstances.

PARENTS/GUARDIANS ARE REQUESTED TO BRING DIRECTLY TO THE ATTENTION OF THE APPROPRIATE COMMITTEE OF THE BOARD ANY QUESTIONS OR CONCERNS WITH RESPECT TO THE SAFE OPERATION OF THE SCHOOL BUS

(detach and return this portion)

This portion to be signed by the parent or guardian and returned to the school.
Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing you child with the Code of Conduct and the proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pickup until the children board the bus, and when they leave the bus on their return home.

I acknowledge that I have read the Code of Conduct.

Signed: _____ _____

(Parent/Guardian) (Student - Please Print)

_____

(Room Number)

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Schools and/or Manager of Transportation & Planning. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of this information is the Education Act.
(1994 03 21)

Appendix 4

THE WENTWORTH COUNTY BOARD OF EDUCATION
TRANSPORTATION OF STUDENTS FOR SCHOOL INITIATED ACTIVITIES
VOLUNTEER DRIVERS - VOLUNTEER VEHICLES

18-31

This form must be completed before any volunteered vehicle may be used to transport students on a school related trip, and must be returned to the teacher in charge of the trip prior to the start of the trip.

IN THE EVENT OF AN ACCIDENT WHILE DRIVING ON BOARD BUSINESS, THE INSURANCE ON THE VEHICLE IS PRIMARY COVERAGE. THE BOARD'S LIABILITY INSURANCE PROVIDES ADDITIONAL PROTECTION FOR VOLUNTEERS BY PROVIDING EXCESS COVERAGE FOR JUDGEMENTS THAT EXCEED THE LIABILITY INSURANCE COVERAGE ON THE VEHICLE TO A COMBINED LIMIT OF $12,000,000.

Trip Origin:

_____

Trip Date:

_____

Trip Destination:

_____

a) **To be completed by students, teachers or adult volunteer drivers**

It is understood that I am a licensed non-probationary driver and that my car, license plate number _____, is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry $1,000,000 of liability insurance). I am willing to transport students to and from the event listed above. I believe that my vehicle is in safe working order and I also agree to insure that the number of occupants in my vehicle will not exceed the number of seatbelts in my vehicle. I will ensure that my passengers are buckled in at all times. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

_____ _____

Date Signature of Driver

b) **To be completed by car owner (if not the same as above)**

This is to certify that _____ (full name of volunteer driver) is authorized to use my private vehicle, license plate number _____ to transport students to and from the event listed above. It is understood that the vehicle is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry $1,000,000 of liability insurance) and is considered to be ins safe working order. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

_____ _____

Date Signature of Owner

c) **Authorization - to be completed by the Principal or Principal's delegate**

The above driver is hereby authorized to use the private vehicle described above to transport students to and from the above activity. The driver/owner of the vehicle has indicated satisfactory licensing and insurance coverage, and authorization has been given on the understanding that the driver will comply with the seating and seatbelt rules, and will operate the vehicle in a safe manner.

_____ _____

Date Signature of Principal/Delegate

/volun
(March 29, 1993)

Appendix 5a

September 15, 1995

Dear Parent/Guardian:

When schools are closed and buses cancelled due to extreme weather, or buses delayed by two hours as a result of severe fog, details will be announced by the local radio stations. The schools affected will be identified by their Block number.

If the schools in the block within which you reside are closed, your child will not be expected to attend a school which is located in another Block. Similarly, if the schools in the block within which your child attends are closed, your child will not be expected to attend that school. This applies to students attending regular and special placements.

If the school which your child attends is closed for the full day, the announcement will be made on the local radio station by 7:00 a.m. whenever possible. If the school which your child attends is to close early, the announcement will be made by 12:30 p.m. If the buses are delayed in the morning by two hours as a result of severe fog, the announcement will be made by 7:00 a.m. A second announcement will be made at approximately 9:00 a.m. confirming the two hour delay or cancelling bus service for the day. If the normal pick-up time is 7:45 a.m. the bus will arrive at approximately 9:45 a.m. if service has not been cancelled. All schools remain open at the normal times during fog conditions.

No child should wait outside in bad weather if a bus is late. Buses may be delayed upwards of 30 minutes if traffic is moving slowly as a result of foul weather conditions. You are the best judge as to the length of time your child should wait outdoors.

We ask that you as parents/guardians:

- Tell your child what to do if he/she is dismissed from school early.
- Make plans for a neighbour to care for your child if you are not at home.
- Arrange a place near the school with friends or relatives where your child may stay overnight in very bad weather. This is especially important for secondary students who are required to travel longer distances to school.
- Know the Block number in which you reside and the Block number for the school your child attends.

For specific information on closures call: 573-3580.
Do not call the radio station, bus company or Board Office.

Block numbers for the schools, bus companies and radio stations which announce school closures are listed on the reverse side of this letter. Please keep this notice for future reference.

We thank you for your help.

Yours very truly,

THE WENTWORTH COUNTY
BOARD OF EDUCATION

Dennis Webb,
Superintendent of Business
and Finance

/snowfog

Appendix 5b

THE WENTWORTH COUNTY BOARD OF EDUCATION

Block Identification

Block 1

Flamborough Centre
Balaclava
Mary Hopkins
Guy Brown
Waterdown High

Block 2

Millgrove
Spencer Valley
Greensville

Block 3

Beverly Central
Dr. J. Seaton
Sheffield
Queen's Rangers
Lynden
Jerseyville

Block 4

Yorkview
Pleasant Valley
Dundana
Central Public
Central Park
Highland
Parkside
Dundas District

Block 5

Ancaster High
Ancaster Senior
Fessenden
Grange
C.H. Bray
Rousseau

Block 6

Mount Hope
Bell-Stone
Bellmoore
Parkwood
Billy Green
Tapleytown
Mount Albion
Janet Lee

Block 7

Winona
Mountain View
Eastdale
Memorial
Collegiate
Green Acres
R.L. Hyslop
Saltfleet
Orchard Park

Block 8

Glenwood

Bus Companies:

Attridge Transportation, 521-0321
Caledonia Transport, 570-8794
Laidlaw Transit Limited - Ancaster Division, 522-3232
Laidlaw Transit Limited - Cambridge Division, 1-519-623-4995
Sharp Bus Lines Limited, 528-3998
Wills Bus Lines Limited, 545-1515

Radio Stations:

CHML 900
Oldies 1150 / K-Lite FM 102.9
CHAM 820
CIAM 960
CKPC 1380 / 92.1 FM

Appendix 4 - Transportation Policy

Former Board of Education for the City of Hamilton

18-35

TRANSPORTATION POLICY

PREAMBLE

The Board recognizes that it is the responsibility of parents/guardians to send students to schools. At the same time the Board recognizes that it has a responsibility to support parents/guardians in their endeavors. In some cases distance, traffic and safety conditions, age of students, and students with identified physical disabilities and/or deemed exceptional may allow the Board to exercise the permissive legislation to provide transportation to and from school for its resident day school students. In most instances, transportation is not to be considered a right, but a privilege. As such, it may be withdrawn at any time if a student's inappropriate behaviour is detrimental to himself/herself or to the safety or well being of others and to the operation of the school vehicle.

AUTHORITY

Education Act: Section 166 - Transportation
"A board may provide for....."

Section 17 - 48 - School Attendance.
Section 20 - Compulsory Attendance.
"A child is excused from attendance at school if - Section 20 (2) (c) transportation is not provided by a board and there is no school that he has the right to attend situated.....

Grade/Level	Age	Distance
JK	4	1.6 km if under 7
SK	5	
1	6	
2	7	3.2 km if 7 years
3	8	of age and under
4	9	10
5	10	
6	11	
7	12	4.8 km if 10 or older
8	13	
+	+	

Ontario Regulation 262, section 23 (1,2,3,&4)

Section 23 (1)(b): "A pupil shall exercise self-discipline"
Section 23 (4)(c): "Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board"

POLICY STATEMENTS

1. Eligibility for transportation is according to policy.

2. Student transportation, not provided for within this policy, may be provided upon approval of the Office of the Director and Superintendent of Finance and Treasurer.

3. Every effort will be made to establish routes in order that students will not spend more than one hour in transit each way on Board-provided transportation.

4. Pick up points for transporting students to school will be utilized wherever practical having due regard for safety.

5. (a) Transportation will be arranged in conjunction with the student's instructional time.

   (b) Every attempt will be made to ensure no student shall be picked up later than fifteen (15) minutes after regular dismissal unless there are extenuating circumstances.

6. (a) The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicle Act and this policy.

   (b) The design and operation of the transportation system shall endorse the objectives of safety, efficiency and economy while at the same time maximize our entitlement to applicable provincial grants.

7. Students will be accommodated according to the safe capacity of the vehicle.

GLOSSARY OF TERMS IN CONNECTION WITH TRANSPORTATION POLICY

1. Attendance Area - is the residential area from which the students are assigned to a school for their education.

2. Community School - is the school that the student would attend within the designated attendance area.

3. Mode of Transportation - recognizes the most normalized, best suited to the individual student's needs and the least costly.

4. Optional Attendance - permits a student to attend a school outside the attendance area providing staff and space are available. No transportation is provided.

5. Pick-up Point - is that designated point where the student boards the bus for transportation to school or exits from the bus on the way home from school. The pick-up point will be determined by the Transportation Department in consultation with the school principal.

6. Transportation Report is an annual report submitted to the appropriate committee.

7. Unusual Traffic Conditions - exist where in the opinion of the Principal and Supervisor of Transportation in consultation with the police and appropriate municipal officials, the student would face traffic conditions which would endanger the safety of the student.

8. Walking Distance - is the shortest, safe walking route measured along sidewalks, roadways and paved pedestrian walkways from school property line to home property line.

TRANSPORTATION POLICY PRIMARY/JUNIOR

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOL

A. Primary/Junior

1. Students who live in excess of 1.6km from the designated school will receive transportation based on the following criteria:

   a) enrolled at a Primary/Junior School as designated by this Board (excluding French Immersion)

   or

   b) enrolled at a school other than the community school due to an I.P.R.C. placement

   or

   c) for safety reasons to be determined by the Principal and the Supervisor of Transportation

2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.

3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.

4. No transportation will be provided for those students, who by choice, attend a school other than their community school area.

5. Student eligibility is from the home address only. Junior and Senior Kindergarten students will not be transported outside the attendance area of the school.

TRANSPORTATION POLICY MIDDLE SCHOOL

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

B. MIDDLE SCHOOL

1. Students who live in excess of 2.4 km from the designated school will receive transportation based on the following criteria:

   a) enrolled at a Middle School as designated by this Board (excluding French Immersion)

   or

   b) enrolled at a school other than the community school due to an I.P.R.C. placement

   or

   c) for safety reasons to be determined by the Principal and the Supervisor of Transportation

   or

   d) enrolled at an alternative education school

2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.

3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.

4. No Transportation will be provided for those students, who by choice, attend a school other than their community school.

ELEMENTARY SCHOOL TO SCHOOL TRANSPORTATION

Transportation arrangements are made by the Transportation Department upon receipt of the schedule of trips from the schools.

Primary and Junior School students enrolled in English as a Second Language Program and living in excess of 1.6 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

Middle School students enrolled in English as a Second Language Program and living in excess of 2.4 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

OTHER ELEMENTARY TRIPS

All other trips are the responsibility of the appropriate department.
eg. Outdoor Education

TRANSPORTATION POLICY SECONDARY SCHOOL

Students eligible for transportation will receive public transit tickets unless individual circumstances warrent another mode of transportation. Individual circumstance must be approved by the Principal and the Supervisor of Transportation.

HOME TO SCHOOL

1. Students who live in excess of 3.2 km from the school will receive transportation based on the following criteria:

   a) enrolled at a Secondary (Vocational) School
   or

   b) enrolled at a Secondary (Composite) School due to I.P.R.C. placement or enrolled in the basic level programme
   or

   c) enrolled at G. P. Vanier Secondary (Composite) School
   or

   d) enrolled at an Alternative Education School

2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.

3. Where a student is enrolled at a school for programme, location or choice the student/parent is responsible for transportation.

SECONDARY SCHOOL TO SCHOOL TRANSPORTATION

With the approval of the Principal and Co-op monitor, public transit tickets will be issued to students not receiving an honourarium and participating in the Co-op Programme within city limits. Individual circumstances may warrant another mode of transportation.

Students enrolled in English as a Second Language Program and living in excess of 3.2 km. from the school, will receive public transit tickets.

Students on SALEP will be considered for public transit tickets.

TRANSPORTATION POLICY TRAINABLE RETARDED

Students will be provided with a mode of transportation that is most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOL

Students enrolled at an Elementary or a Secondary School are eligible.

SCHOOL TO SCHOOL

Arrangement will be made by the Transportation Department upon receipt of the approved trip sheet.

A minimum notice of one week is required.

OTHER TRIPS

A trip beyond the realm of community based curriculum, may be arranged on a cost sharing basis.

ELIMINATED SEPTEMBER 1996
TO BE REVIEWED

SUPERVISOR OF TRANSPORTATION

1. Organize and plan school bus routes and schedules and determine need for additional buses or deletion of existing routes.
2. Approve transportation requests for students requiring special services in accordance with Board policy.
3. Allocate transportation to carriers.
4. Ensure the carriers are fulfilling requirements as set out by the Board.
5. Co-ordinate the day to day operation of transportation.
6. Investigate and resolve complaints from principals, parents and carriers.
7. Provide annual in-service program for bus supervisors.
8. Establish a bus evacuation program.
9. Prepare and control transportation budget.
10. Complete grant forms for the Ministry.
11. Negotiate rates with carriers.
12. Recommend changes to Transportation Policy.

18-44

ELIMINATED SEPTEMBER 1995
DUTIES TO BE REASSIGNED

10

BUS SUPERVISOR

1. Ensure that the students adhere to the Code of Conduct. (Op. 15)
2. Report discipline problems promptly to the principal.
3. Ensure the students remain seated while the bus is in motion. (seating plan may be prepared)
4. Ensure Junior and Senior Kindergarten students are loaded before the older students when leaving school and unloaded after the older students upon arrival at school. (It is preferable to seat the younger students at the front of the bus)
5. Ensure students board and leave the bus in an orderly, safe manner.
6. Ensure students behave in such a manner as not to distract the driver or endanger other students.
7. Ensure students are released only at the designated stop. A parental request approved by the principal must be received before a student can be released at a different stop.
8. Ensure a responsible adult is present to receive a Junior Kindergarten student at the designated stop, unless other arrangements have been made by the parent with the principal. Request the driver to radio dispatch for further instruction if student is not met.
9. Inform the Transportation Department and principal of stops no longer required, unsafe stops or unauthorized route or schedule changes.
10. Check the end of each run to ensure that all students and belongings are off the bus.
11. Participate at the annual In-Service and Safety Bus Evacuation programme.

18-45

CURRENTLY UNDER REVIEW

DRIVER

1. Ensure all passengers, except those transported in a regulation chrome yellow school bus or other buses used for school trips, must wear seat belts at all times. It follows that the number of passengers in the vehicle will be limited to the number of seat belts available.

2. Each driver shall have, and maintain in good standing at all times, licenses required by the Public Vehicles Act or any Municipal By-law.

3. The driver will not smoke, eat or drink while transporting students.

4. Profane or abusive language in front of the students will not be tolerated.

5. Drivers are not to reward or physically discipline students in any way. Inappropriate behaviour is to be reported to the Principal. (unless a bus supervisor is present)

6. When leaving the vehicle, the vehicle ignition is to be turned off and the ignition key removed.

7. All breakdowns or delays which cause the students to arrive later than usual at school or at home must be reported by the driver to the Supervisor of Transportation in time to notify the principal on the trip to school, or the parent on the trip from school.

8. All vehicle accidents which occur while students are in transit must be reported immediately to the Supervisor of Transportation (521-2528), to be followed by a written report. No student is to be released from the scene of the accident until cleared by the police.

9. The driver is responsible for the safe operation of the vehicle.

10. Permanent driver changes are to be reported to the Supervisor of Transportation.

11. No unauthorized stops are to be made by drivers.

12. The driver will not change the bus route or schedule as set out by the Supervisor of Transportation.

13. The driver will not take schedule/address changes from the parent or student. Such changes must be received from dispatch.

14. The driver has the right to refuse a request to open bus windows.

15. Arrival and departure time must be adhered to.

CURRENTLY UNDER REVIEW

ROLE CLARIFICATION

Principal (Elementary/Secondary)

1. Determine students eligible for transportation in accordance with the Transportation Policy. In cooperation with the Supervisor of Transportation resolve areas not covered by policy.
2. Assume responsibility for discipline while student is in transit on a Board operated vehicle. Has the right to withdraw the transportation privilege.
3. Ensure that the Transportation Department is informed of student information:

   -address change
   -withdrawal date
   -change to public transit
   -examination schedule

4. Ensure the safety of students by proper supervision of loading and unloading from the school bus.
5. Ensure the Code of Conduct (OP15) is received by every parent and explained to every student annually.
6. Ensure that the bus routes and schedules are not changed other than by the Transportation Department.
7. Ensure the Transportation Department is informed when the number of bus riders reaches capacity.
8. Ensure that teachers do not detain a student receiving transportation unless alternative arrangements h. been made.
9. Ensure that students, who have been determined to need supervision are supervised upon arrival and departure.
10. Assist the Transportation Department in providing a safety bus evacuation programme on a regular basis.
11. Provide direction and support to the bus supervisor.
12. Adhere to Operating Procedure - OP 15 (attached)

N.B. #'s 3,4, and 9 may be delegated by the principal to the Transportation monitor.

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CURRENTLY UNDER REVIEW

PROCEDURES

1. Meeting Vehicles

a) The Principal or Transportation Monitor(s) are responsible to ensure the following groups of students are met upon arrival on the school grounds: (Except where this action would conflict with the specific goals agreed upon for these students.)

-Multiple/Assessment
-Autistic
-Behaviour Exceptionality
-Physically Handicapped
-Trainable Retarded/Developmentally Delayed
-Visually Impaired
-Hearing Impaired

b) Junior Kindergarten students must be met upon arrival on the school grounds.

A responsible adult must wait at the bus stop to ensure the student safely boards the bus and must meet the student upon arrival at home or the designated bus stop.

c) Students transported by taxi/van will not be released from the vehicle unless an adult is present. Failure by the Transportation Department to secure an emergency placement for the student will result in the student being taken to the C.A.S.

2. Discipline

a) Students riding on school buses are to receive the Code of Conduct form annually. (OP15)

b) Students riding in any vehicle contracted by the Board must exhibit acceptable behaviour.

Students and parents are to be informed that transportation is a privilege and will be withdrawn when the safety and well being of other students is adversely effected.

c) Students are responsible to the principal while riding in a vehicle contracted by the Board. Infractions will be reported to the principal by the bus supervisor, taxi/van driver or the Transportation Department.

3. Stop Changes

Suggested bus stop (pick up point) changes must be directed to the Supervisor of Transportation.

4. Special Requests

a) Parents requesting a different drop off address must contact the Transportation Department for approval. The carrier or driver is not to be contacted directly.

b) Students wishing to get off the bus at a different stop must have a note from the parent and approval of the principal. When the bus has a bus supervisor, the approved note must be in his/her possession or the student will be taken to the regular stop.

c) Students will not be picked up/taken to doctor or dentist appointments.

5. Student Information

Entries
Withdrawals
Transfers
Address Change
Program Change

All above changes must be communicated directly with the Transportation Department.

6. Missed/Late Vehicle

a) The Transportation Department is to be notified by the school when a vehicle is 10 minutes late. Do not call the carrier.

b) No second vehicle will be sent if a student is not ready when the vehicle arrives at his home.

If the student misses his/her vehicle at the school no replacement vehicle will normally be sent.

c) When students are going on a trip, the Transportation Department must be informed if the expected return time is later than the scheduled departure time of the regular transportation.

7. Accidents

a) It is the responsibility of the carrier to report all accidents to the Supervisor of Transportation. The principal will be informed by the Transportation Department.

b) No student is to be released from the scene of the accident until cleared by the police.

c) It is the responsibility of the principal to inform the parent and to complete student accident forms if required.

d) The Supervisor of Transportation will receive detailed reports from the carrier and police.

e) Emergency Measures - need to expand.

Appendix 5 - Tri-Board Analysis of Policy

Appendix 1 (cont.)
Policy, Procedure and Administrative Regulation Comparison

	Westworth	Hamilton RCSS	Hamilton
Bus Breakdowns			
- operator to inform transportation department	Yes	Yes	Yes
- operator to inform school	Yes	No	No
- transportation department to inform school	No	Yes	Yes
- operator to provide alternate bus	Yes	Yes	Yes
Outline of student responsibility	Yes	Yes	Yes
Outline of principal responsibility	Yes	Yes	Yes
Outline of driver responsibility	Yes	Yes	Yes
Outline of parent responsibility	Yes	Yes	Yes
Walking Distance Requirement	Yes	Yes	Yes
- Junior Kindergarten	1.6	1.2	1.6
- Senior Kindergarten	1.6	1.2	1.6
- Grades 1 - 5	3.2	1.6	1.6
- Grade 6	3.2	1.6	2.4
- Grades 7 - 8	4.8	1.6	2.4
- Grades 9 - 12	4.8	N/A	3.2
Length of time on bus	Yes	Yes	Yes
Limit number of students per bus	Yes	Yes	Yes
Student Bus Safety Patrollers	Yes	Yes	Pending
Sporting equipment requirement	Yes	Yes	No
Notification of service changes (bus stop or route)	Yes	Yes	Yes
Video cameras on school buses	Yes	Pilot	Pilot
Advertising on school buses	Yes	No	No

ACCOPRESS®

30071	BLACK/NOIR	BG3007
30072	BLUE/BLEU	BU3007
30074	GREY/GRIS	BD3007
30075	GREEN/VERT	BP3007
30078	RED/ROUGE	BF3007

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